

**Queen of Apostles School
Parents and Friends Association**



**2025
PARENT
HANDBOOK**

Welcome Back Sundowner 2024



Grandparents Morning Tea 2024



Disco 2024



WELCOME MESSAGE

On behalf of the Parents and Friends Association, I wish to offer you a warm welcome to the Queen of Apostles community. My role as Chair is to provide information to the community about the P&F and our function within the school.

All parents of students enrolled at Queen of Apostles are considered general members and have a major and valuable contribution to make towards our school. Everyone's involvement will look different, some will be actively involved through our P&F committee, attending meetings or volunteering for events, whilst others will support us by attending our social events throughout the year. We cannot exist without the contributions of you, our community.

The P&F has two major functions. The first is to foster a sense of community and the second is to fundraise. Our major fundraising event this year is the Colour Explosion and I encourage all members of our school community, students, parents, teachers, caregivers, grandparents and friends to support our children. A little from you goes a long way for them. The money raised supplements the money collected via the P&F Levy in the school fees, and these funds are used to enhance the educational experience of each and every child.

As important as it is to fundraise, it is just, if not more important to foster a great community within our school, as such, most of our events are based on Fundraising. Throughout the year, activities are organised which facilitate the gathering of our community in a social setting. These include the welcome back sundowner, Mother and Father's Day breakfasts, school disco and grandparents' morning tea. Please refer to the 2025 P&F Events and activities calendar located below, for more information about activities for this year.

Lastly, I would encourage and welcome you to join us in making 2025 an incredible year for our children and our community.

Tracy Italiano
P&F Chair

WHAT IS THE PURPOSE OF THE PARENTS AND FRIENDS ASSOCIATION?

The Queen of Apostles Parents and Friends Group (P&F) provides the opportunity for parents, caregivers and friends of the school to meet, share and become a community that supports and encourages students and staff in realising the shared vision. The P&F adds strength to the school through community engagement and fundraising initiatives, in addition to being positive advocates for the school.

The P&F operates in accordance with the Terms of Reference established by the Catholic Education Commission of Western Australia (CECWA) and is accountable to and works in close cooperation with the school Principal.

WHAT IS THE ROLE OF THE P&F?

The P&F carries out the following functions:

- Collaborate with the Principal to coordinate activities that create opportunities for community engagement between parents, school staff, parish, and students.
- Support the Principal to facilitate fundraising events for the benefit of students that complement the school budget.
- Encourage parental participation in school programs, particularly those related to parent engagement in learning.
- Act as a forum for ideas and discussion on any relevant issue that will benefit the students.
- Act as a channel to CSPWA to seek advice or express opinion.
- Liaise with CSPWA and/or parish and other parties to organise guest speakers for the P&F members on current and suggested educational programs, faith development and other matters of interest.
- In consultation with the Principal, conduct an annual P&F event planning session to establish focus for the year ahead.
- Be positive advocates for the school in the local community.
- Represent the P&F as an invited member of the Catholic School Advisory Council and,
- Follow the CEWA Guidelines for P&F Groups in a Catholic School.

WHAT ARE OUR OBJECTIVES?

- To assist in building positive school communities by encouraging authentic partnerships between parents, the school leadership team, the school board and the parish.
- To provide a forum for parents to meet and to ensure that their perspective is heard across the various elements of the school community.
- To add strength to the school community by assisting the school leadership team to achieve its goals and objectives.
- To provide additional resources if required through fundraising efforts.
- To partner with the school leadership team to access speakers, programs and information to enable parents to fully engage with their children's education and wellbeing.
- To affiliate with Catholic School Parents WA, the peak body representing parents in Catholic schools, to ensure that an authentic Catholic school parent voice is heard at local, state and national level when required.
- FRIENDRAISE! FRIENDRAISE! FRIENDRAISE.

P&F OFFICE BEARERS 2025

At the heart of our P&F are our office bearers, a team of incredibly dedicated individuals who, despite their busy professional and personal lives, find the time and energy to volunteer for the betterment of our school community.

Chair – Tracy Italiano

Deputy Chair – Cat Domican

Secretary & Treasurer– Paulynne Farrell

Executive Member – Taryn Jepson

Executive Member – Aislinn Trodden

Executive Member – Koreena Cinanni

PARENT CLASS REPRESENTATIVES

The Parent Class Representative provides an important line of communication between the P&F and parents.

The role of the Class Representative is to encourage parents to get involved with the school and P&F activities and support parents by providing advice on where to go or who to ask for information when required.

Below parents have kindly volunteered to take on the role of Class Representative this year.

Pre-Kindy: Liliane Rasmussen

Kindy: Jessica De Francesco

Pre-Primary: Christal Sujdovic

Year 1: Kerrie Condon and Taryn Jepson

Year 2: Taryn Jepson and Sophie Probett

Year 3: Tiffany Pritchard and Tracy Italiano

Year 4: Tina Lee and Aislinn Trodden

Year 5: Sophie Probett

Year 6: Bianca Di Silvio (Massam) and Jan Greene

FUNDRAISING ACTIVITIES AND PROJECTS

The Queenies P&F is dedicated to raising funds for the whole school from Pre-Kindy to Year 6, through a variety of activities run throughout the year. See page 5 for a full list of the 2025 P&F Events Calendar.

Over the last few years and through the hard work of the committee and volunteers, the Queenies P&F have contributed towards the redevelopment of the basketball courts, the installation of a ninja playground, classroom furniture, teacher wish lists, year 6 leavers shirts and graduation dinner, Paul Litherland guest speaker and various other events.

This year the P&F will be fundraising to help purchase new furniture for the year 4 classroom which are outdated and in need of replacement, we are also fundraising towards Edu Marking for the playground and contributing towards several friendraising events.

VOLUNTEERING

The P&F team is a welcoming and friendly group, always eager to see new faces join us. We wholeheartedly encourage parents to get involved, whether it's through volunteering, participating in meetings, or simply socialising at our various events. Being a part of the P&F is not only a great way to meet other parents, but it also offers a wonderful opportunity to integrate more deeply into the vibrant Queenies community.

If you're interested in lending a hand at any P&F event, we would love to have you on board. Please fill out the Volunteer Form and email it to the P&F. Your involvement, no matter how big or small, can make a significant difference and enriches our community in countless ways.

COMMUNICATION CHANNELS

Meetings - Committee meetings are held once a term and is in the school calendar. Any member of the P&F is welcome and encouraged to attend.

Email - A P&F email address, pandf.qoa@cewa.edu.au is available for parents to raise queries or comment to the P&F.

Website - The Queen of Apostles School website includes the current P&F Executive and committee and contact details.

Newsletter - The weekly QOA school newsletter includes a P&F update section.

Class Representative - Each classroom has a nominated class representative who distributes information to parents of their classroom on behalf of the P&F via Facebook or WhatsApp group.

Notice Boards - Noticeboards situated around the school are used to promote events and activities.

Seesaw - Communications via the classroom teacher on Seesaw on a less frequent basis and on an as needs basis.

2025 P&F EVENTS AND ACTIVITIES CALENDAR	
TERM 1 - 2025	
Monday 10 February	P&F Meeting - 6.00pm
Friday 14 February	* Second Hand Uniform Sale - 8.15am
Friday 21 February	Welcome Back Sundowner & Blue Tree Project - 5-7pm
Thursday 27 February	Icy Pole Sales 2.30pm whole school - Faction Swimming Carnival
Thursday 6 March	Footy Tipping Season Begins
Mon 5 to Fri 7 March	Wellness Week - Icy poles after lunch on Friday
Friday 4 April	* Colour Explosion
Friday 4 April	Icy Pole Sales 2.30pm whole school - Colour Explosion
Tuesday 8 April	Colour Explosion Presentations - 8.50am
Tuesday 8 April	* Easter Raffle - 8.50am
TERM 2 - 2025	
Friday 2 May	*Second Hand Uniform Sale - 8.15am
Monday 5 May	P&F Meeting - 6.00pm
Thursday 8 May	Pre Kindy Mother's Day Stall
Friday 9 May	* Mother's Day Breakfast & Raffle - 7.30am
Friday 9 May	Kindy to Year 6 Mother's Day Stall
Friday 16 May	Icy Pole Sales 2.30pm whole school - Faction Cross Country
Friday 23 May	Icy Pole Sales 2.30pm whole school - Littlies Lap-a-thon
Mon 26 to Fri 30 May	Wellness Week - Gummy bears after lunch on Friday
Tuesday 17 June	* Grandparents Mass and Morning Tea
June	* Cookie Dough Fundraiser
TERM 3 - 2025	
Friday 25 July	Sports Colours Free Dress & Icy Pole Sales
Monday 28 July	P&F Meeting - 6.00pm
Mon 18 to Fri 22 Aug	Wellness Week - Gummy bears after lunch on Thursday
Thursday 4 September	Pre Kindy Father's Day Stall
Friday 5 September	* Father's Day Breakfast & Raffle - 7.30am
Friday 5 September	Kindy to Year 6 Father's Day Stall
Thursday 11 September	R U Okay Day
TERM 4 - 2025	
Monday 20 October	P&F Meeting - 6.00pm
Friday 24 October	*Second Hand Uniform Sale - 8.15am
Sunday 31 October	World Teachers Day Morning Tea
Friday 7 November	WA Canteen Day
Friday 7 November	* Disco
Mon 10 to Fri 14th Nov	Wellness Week - Icy Poles after lunch on Friday
Friday 14 November	Crazy Hair/Sock Day Free Dress
Wednesday 3 December	Christmas Raffle
Wednesday 3 December	Book Awards - Pre Primary to Year 5
Wednesday 10 December	Spirit Award - Year 6

* these events will only proceed if we have enough volunteers. If you would like to volunteer please email Tracy at pandf.qoa@cewa.edu.au



Queen of Apostles Primary School Parents and Friends Association

108 Tribute Street, Riverton WA 6148 Ph:9457 4913 E: pandf.qoa@cewa.edu.au

P&F Volunteers

Queenies P&F are looking for volunteers to help at several events in 2025. If you are interested, please fill out the form below with your contact details and indicate which events you are available for.

Please return the completed form to your class teacher or email to pandf.qoa@cewa.edu.au. The P&F committee will contact you closer to the date of each event and let you know what we require help with.

Please note that if we do not receive enough volunteers for an event, it might be postponed or cancelled.

Volunteer Name:	
Email Address:	
Phone Number:	
Year Child/Children are in:	

Please tick your choice/s

Term 1 2025		
<input type="checkbox"/>	Friday 14 February	Second Hand Uniform Stall
<input type="checkbox"/>	Friday 21 February	Welcome Back Sundowner & Blue Tree Project
<input type="checkbox"/>	Thursday 27 February	Icy pole sales 2.30pm
<input type="checkbox"/>	Thursday 6 March	AFL Footy Tipping Season begins
<input type="checkbox"/>	Friday 7 March	Wellness Week - Icy poles after lunch
<input type="checkbox"/>	Friday 4 April	Colour Explosion
<input type="checkbox"/>	Tuesday 8 April	Easter Raffle
Term 2 2025		
<input type="checkbox"/>	Friday 2 May	Second Hand Uniform Stall
<input type="checkbox"/>	Thursday 5 May	Pre-Kindy Mother's Day Stall
<input type="checkbox"/>	Friday 6 May	Mother's Day Breakfast
<input type="checkbox"/>	Friday 6 May	Kindy to Year 6 Mother's Day Stall
<input type="checkbox"/>	Friday 16 May	Icy pole sales 2.30pm
<input type="checkbox"/>	Friday 23 May	Icy pole sales 2.30pm
<input type="checkbox"/>	Friday 30 May	Wellness Week - Gummy bears after lunch
<input type="checkbox"/>	Tuesday 17 June	Grandparents Mass and Morning Tea
<input type="checkbox"/>	June	Cookie Dough Fundraiser
Term 3 2025		
<input type="checkbox"/>	Friday 25 July	Icy Pole sales 2.30pm
<input type="checkbox"/>	Thursday 21 August	Wellness Week - Gummy bears after lunch
<input type="checkbox"/>	Thursday 4 September	Pre-Kindy Father's Day Stall
<input type="checkbox"/>	Friday 5 September	Father's Day Breakfast
<input type="checkbox"/>	Friday 5 September	Kindy to Year 6 Father's Day Stall
<input type="checkbox"/>	Thursday 11 September	R U Okay Day
Term 4 2025		
<input type="checkbox"/>	Friday 24 October	Second Hand Uniform Stall
<input type="checkbox"/>	Friday 24 October	World Teachers Day Morning Tea
<input type="checkbox"/>	Friday 7 November	WA Canteen Day
<input type="checkbox"/>	Friday 7 November	Disco
<input type="checkbox"/>	Friday 14 November	Crazy Hair/Sock Day
<input type="checkbox"/>	Friday 14 November	Wellness Week - Icy Poles after lunch
<input type="checkbox"/>	Wednesday 3 December	Christmas Raffle

Kind regards,
Tracy Italiano - P&F Chair