

COMMUNITY HOURS AND FAMILY CONTRIBUTIONS



Friendly greetings to our returning families, and a warm welcome to our new families of Orana Steiner School. The following details are for your information about the 'Community Hours and Family Contribution' programme at Orana.

In an effort to connect parents and children to our school and the school community, we have designed a great programme that allows different options for contributions. Community hours and contributions are an essential and vital part of helping with Orana's operations and a fantastic way to build relationships with your child/children, staff and other community members. Contributing to projects and events at Orana will help to keep fees down while also allowing you and your family to give to the school's atmosphere physically and spiritually.

Throughout Orana's history families have contributed in extraordinary ways; whether it is a monetary donations, to skilled labour on school grounds. There are several ways to be involved and endless options that allow you to personalise your experience and contributions to the school. Please remember that upon enrolment, each family has agreed to become part of our scheme and commitment to the school. The following pages are attached to help you decide which contribution option is best for your family.

Your Community Hours and Family Contribution Commitment

The Community Hours and Family Contribution programme follows the calendar year and is designed in part to give you and your family flexibility with costs and time. There are three options:

1. Opt to contribute 30 community hours.
2. Opt to contribute 15 hours and pay the balance (\$450.00).
3. Opt to contribute 0 hours and pay the full cost, which is \$900.00.

Once you have chosen your path, the choice remains for the full school year. You are always given the option to change your contribution plan at the start of a new year.

Please note that preschool families are only required to complete 15 Community Hours.

Please submit your Community Hours Pledge Form online at the start of each year:

<http://www.oranaschool.com/community/community-hours.html>

Tracking and Recording Community Hours and Family Contributions

Please submit your Community Hours online at:

<http://www.oranaschool.com/community/community-hours.html>. Submitted hours will then be sent for School approval. You can view your submitted community hours by logging into your account at <http://www.oranaschool.com/community/community-hours.html>. If you have elected to pay in full and do not need to record worked hours, this will be reflected on your family statement.

Community Hours and Family Contribution Activities

There are many activities that count as Community Hours and Family Contribution. These activities include but are not limited to the following list and descriptions:

Working Bees

Working Bees are sessions where children and families work together in collaboration with our Site Manager. This is a great community opportunity for parents and children to come together as a community while working towards maintaining the school environment. Please keep an eye out for information on our website, in the Leaflet and from class coordinators.

Working Bees have many tasks that include, but are not limited to:

- lawn and paving repairs;
- window cleaning;
- painting;
- general cleaning and tidying;
- fencing;
- repairs and improvements;
- furniture removal/relocation;
- gardening and general weeding;
- oiling timber;
- rock collecting and wall building.

The following applies at all Working Bees:

- Parents are responsible for their own children.
- Wheeled toys, bikes, scooters, skateboards are not permitted on school grounds.
- No pets are permitted on school grounds.

Before each Working Bee session please register your commitment to the Working Bee Coordinator via email at workingbee@oranaschool.com. It is very important to register prior to the event so that the school knows how many people will be in attendance and what work is to be delegated.

People attending Working Bees are required to sign in and out of these events for insurance purposes only. This is **not** a record of hours worked, it is up to individual families to track these hours.

Parent and Friends Association (P&F)

The P&F Executive can allocate Community Hours to support the following activities. If you are interested in earning your Community Hours doing P&F activities, please email p&f@oranaschool.com

- P&F Committee members
- Spring Fair Coordinators

- Orana P&F Shop
- Other fundraising activities

Library Assistance and Music Room Assistance

You are welcome to contact the Library staff directly if you are interested in working or contributing your Hours in the Library.

Each year a Music Room Assistant is required to assist the Music teacher by helping with sorting the music, filling folders and doing odd jobs of cleaning and sewing. Please contact Maia Harrison via the School Office.

Craft Group

Community Hours and Family Contributions are approved and allocated for activities undertaken at the Craft Group.

The Craft Group meets on Friday mornings from 9:00am until 11:45am and some Saturdays and Sundays, in the Kurrajong Building on the Hill Campus. Everyone is more than welcome to attend, regardless of crafting or sewing experience. Children are welcome to attend the Friday sessions, however parents need to be mindful that they are responsible for their own children.

Please contact craftgroup@oranaschool.com if you want to join the mailing list or for further information.

Class Coordinators

Each class from preschool to Class 7 will have an allocation of 30 hours to share between its Class Coordinators. This role is decided and agreed upon with the Class Teacher. Activities for the Class Coordinators include:

- Creating an email distribution list and phone tree
- Organising a cleaning roster for your classroom in conjunction with your teacher.
- Assisting your teacher with day to day matters.
- Welcome new families to the school community.
- Informing class parents of important school events.
- Managing rosters for school events such as the Spring Fair

Canteen Assistance

The canteen is open from 8.30am to 3.30pm Tuesday through Friday every week of the school year. Assistance is appreciated for any length of time and community hours can be earned for just 15 minutes or the whole day. Duties include food preparation, cleaning, serving and washing up. No experience or food prep skills are needed.

People volunteering at the school for more than 3 days in a 28 day period, or 7 days in a 12 month period are required to have a Working With Vulnerable People (WWVP) card. An online application can be made to the ACT Government through Access Canberra. As a volunteer, application is free.

Just walk in, or contact the canteen manager, Murray on 0406 376 833.

Students earning Community Hours

After very careful consideration and many discussions within the School Administration it has been decided that students who are enrolled in Class 10 and above are able to earn community hours for their family.

These hours are separate to the Community Service Programme that is run through the Secondary School.

Exceptions to Community Hours

Whilst we are introducing a great deal more flexibility for tasks that attract community hours, below are two areas of tasks that will not be counted:

- If you assist in your child's classroom; for example handwork assistance, reading assistance, maths assistance. (However, if you assist with these tasks in a class that is **not** your child's these hours will count).
- Attending your child's camp or excursion.