

BRIGHTON SECONDARY COLLEGE PARENTS AND FRIENDS ASSOCIATION

POLICY DECEMBER 2014

Background

The Parents and Friends Association (PFA) is a team of volunteers from both the Brighton Secondary College (BSC) community and the wider community. The PFA meet at the college every first working Monday of the month during the school term to discuss school related issues.

The aim of the PFA is to provide financial assistance to the school for the enhancement of student facilities and programs (as decided by the school's Principal). There is also strong emphasis on building a social network within the school community.

There is an opportunity for the PFA to meet and greet the prospective parents of the school; be involved in the operations of the Second-hand Uniform Shop (SUBS) and represent the PFA on School Council.

Fundraising

PFA has the opportunity to raise funds providing it is in accordance with the Fund Raising Policy (attached). All fund raising is to be coordinated through the Business Manager.

An example of fundraising would be organising sausage sizzles, movie nights and/or raffles.

Working with Children Check

The WWC Check is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis.

To be a volunteer at a school a Working with Children Check (WWCC) card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

Note: WWCC cards for paid employment can be used to show suitability for volunteer work.

A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward. School work means:

- carrying out the functions of a school council
- any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the principal or school council
- providing any assistance in the work of any school or kindergarten
- attending meetings in relation to government schools

Volunteer workers are:

- protected against personal legal actions on similar terms as teachers when working: for the welfare of the school at the request of the principal or school council.
- entitled to compensation (as if they were State employees when injured in their course of employment) if they suffer personal injury from:
 - engaging in school work
 - travelling to or from the place where school work is occurring.

Second-hand Uniform and Book Shop

SUBS is administered by a PFA member, who is the Coordinator and receives payment for set hours worked. The Coordinator reports directly to the PFA President and the BSC Business Manager. Duties are outlined in the relative job description (attached). SUBS is also staffed by volunteers.

SUBS aims to provide a friendly service to the school community who would like to offer their second-hand items for sale, or purchase affordable second-hand items.

Hours

SUBS is open on Tuesday mornings from 8.30am to 10am during the school term. It is also open at the beginning and end of the year at selected times to facilitate the purchase of items for new students and the receipt of donated items for sale.

Ownership of Goods

Whilst items with a completed PFA Uniform/Book registration slip are held in the Shop, they remain the property of the owner. SUBS will handle items with care but cannot be responsible for any damage.

Items that become no longer school approved (e.g. old edition school uniforms or text books) will be deemed as either a donation to charity or be recycled. SUBS will notify the school community of this decision via Highlights on the Compass Communication Portal.

Banking

The Uniform Shop Coordinator is responsible for the daily reconciliation of cash and EFTPOS sales onto a Banking Pro Forma, which is then given to the Business Manager for receipting in the general office.

Customers are asked to make EFTPOS payments at the general office and receive a receipt which can be shown to the Shop staff in order to receive purchased item.

SUBS financial governance and business practices are underpinned by the DEECD's Cash Handling Controls (extract from Financial Control Procedures).

New Uniforms and Books

SUBS stock and sell a limited number of new items that form part of the uniform. Blazers can be ordered from SUBS. Other items of uniform available at SUBS and the general office include school bags, gloves, scarves, tights, hybrid caps, sports caps, sport socks and wind jackets.

All other new items can be purchased from our suppliers:

- Nicholls Fashion & Furnishings, 159 Martin Street, Brighton (Uniforms only)
 - Bob Stewart, 150 Waverley Road East, Malvern (Uniforms only)
- Champion, 232-236 Wickham Road, Moorabbin (Books only)

Refunds and Exchanges on Second-hand Items

Second-hand Items – SUBS use appropriate signage in the shop and advise the school community to choose items carefully. Refunds and exchanges are not available.

New items – SUBS will provide a refund for items that appear to be in excellent condition and in the original packaging. A timeline for funds to be transferred will be at the discretion of BSC.

Payment for Sold Items

Refunds received from sold items will be generated by the general office. The payee will be as indicated on the PFA Uniform/Book registration slip i.e. BSC Family ID. The family will receive 80% of the sale amount. The remaining 20% will be a donation to the PFA.

Family statements will be credited with sale items once per year. Families leaving the college will be paid via cheque automatically, sent to the last known address on the college database, however cheques and credits under \$10 will not be processed.

Donations

Second-hand uniforms and books may be donated to SUBS and re-sold with all proceeds going toward the PFA.

Flexischools

A small quantity of new uniform items is available for sale on Flexischools. Parents/students can register an account on Flexischools website and then order a selection of specific new items. They are paid for by credit on the Flexischools account. A receipt can be printed. Notification is sent to SUBS via email. The item purchased is then packed up ready to be collected by the student/parent at SUBS or the general office.

International Student Program (ISP)

Study Abroad students

Option 1: Buy a new uniform from suppliers

Option 2: Hire a uniform from our supply in the uniform shop.

Hire fee is \$50 per semester and includes:

Boys - trousers, jumper and tie

Girls - dress, jumper and skirt

Students are responsible for purchasing white shirts, grey socks and black shoes and black unadorned black belt if necessary.

Temporary Students 2-4 weeks

These students will be managed on an individual basis by the International Office.

Admin Costs

To simplify the admin costs for the handling of uniforms, cleaning, counting and storing, the International Office will contribute a one off \$250 Admin fee to the PFA per semester. This is to be reviewed for 2016.

- Money raised from the hire of uniforms to be added to the International Student Program.
- International Program to pay for items from the uniform shop needed to fully kit out each student.

Returning Hire Uniforms

The International Office will collect uniforms at the end of the students stay and forward to the Uniform Shop.

Year 7 Uniform and Book Sale

Uniform Shop Coordinator and PFA volunteers to collect uniforms and books from current Year 7 students prior to the Year 7 Information Night for new students. The second-hand uniforms and books are sorted ready for the parents of students starting the following year.

Uniform Shop Coordinator and PFA volunteers will be available to assist with the sale at the Year 7 Information Night.

It is the decision of the PFA to hold this as a separate sale or to combine this with the Swap Meet. If the PFA decide to do this at the Swap Meet they need to notify the Junior School and the Office early on in the year to ensure communication is consistent to all parties.

End of Year Parent Uniform and Book Swap Meet

As a team BSC staff, PFA volunteers and the Uniform Shop Coordinator manage the Swap Meet which occurs annually at the end of the year on a Saturday morning.

An entry fee of \$10 per family is required for parents to sell and/or purchase uniforms and books. The fee is deemed to be a donation to the PFA.

The college will:

- Provide the venue, hall crew, tables and chairs
- Organise BSC staff to accept proceeds from the sale
- Place regular notices in Highlights and/or Compass requesting volunteers; notifying parents to bring their own cash float and advising no EFTPOS facilities will be available on the day
- Provide appropriate signage

The PFA will provide:

- Uniform Shop Coordinator
- Volunteers
- Uniform and book lists with suggested prices for sale items

Review of Policy

To be reviewed by the PFA regularly.