

MOUNT ANNAN  
CHRISTIAN COLLEGE

Parent Liaison  
consultation  
innovation  
excellence  
purpose  
community  
lifelong learning  
engagement  
nurturing  
**MACC**

# Parent Liaison

# 2020





# MACC VISION & VALUES

Our vision is to provide a Christ-centred learning environment that empowers each individual to enjoy a life of purpose.



NURTURED FOR LIFE. PREPARED FOR PURPOSE.



## A Message from the Headmaster

*Dear Parents and Friends,*

*Thank you for taking the time to familiarise yourself with our Parent Liaison handbook. Your willingness to consider how you can be involved is a marker of the College's desire to engage with parents and create multiple opportunities for our parent body to contribute with the school in an ongoing manner. The role of Parent Liaison is well defined in the following pages but of course, positions such as this are always evolving and can be improved and modified as new volunteers become involved. We believe the contribution of the Parent Liaison as a point of contact between the College and the community will be mutually beneficial. Parent support of our College is crucial and an important part of our success as a community. Support of this kind is highly valued by the College Leadership and by all teachers. This booklet provides some excellent suggestions and guidelines as to the role of the Parent Liaison; however, it is by no means definitive. As a community we should feel encouraged to constantly review and reflect on the role, as it is only through this process of reflection that positive changes are made.*

*The Parent Liaison role will, at times, be a delicate balance between offering personal opinions and knowing the College's position. I would like to point out that if there is ever a time when you are not sure of an answer to a question, then please ask the classroom teacher for guidance. The College Executive team will also be more than happy to discuss any concerns; no matter how big or small these may be.*

*Yours Sincerely,*

**Gabi Korocz**  
Headmaster

# Introducing Parent Liaisons

## *MACC's innovative approach to connection & consultation with the parent community*

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### Introduction

Mount Annan Christian College exists to provide a Christ-centred learning environment that empowers each individual to enjoy a life of purpose. This is facilitated through a culture which is highly regarded for being a nurturing, caring and supportive community, providing a strong sense of belonging for each individual. Central to the community at MACC are the students, staff and parent body, each playing a vital role in contributing to the overall MACC experience.

We believe in the strength of our parent community and desire to include parents as much as possible, in the day to day operation of the College. To foster further collaboration and consultation amongst parents, staff and students as widely as possible we engage a new team of Parent Liaisons each year.



In developing the Parent Liaison initiative, the MACC Executive researched various approaches to effective parent engagement in school communities, identifying the best approach for our College.

Whilst traditional Parent and Friend (P&F) Associations or Parent and Citizens structures have operated in many schools, they have tended to have limited success. We strongly believe in the value of consultation and collaboration amongst our parent community who are seeking to invest in their children through relationships at the school level. We understand that

Parents desire to create community together and support one another through friendship and connection.

Schools have varying systems of Parent Groups, with some adopting systems such as Grade Parents, Fundraising Groups, Social Groups and P&F Structures. Some P&F structures have changed focus from *'fundraising'* to *'friend raising'* with the objectives of the group to provide community and a place to meet and build friendships with their children at the core. Fundraising still remains very much a core activity of many other P&F structures, with many vital resources being funded by parent fundraising initiatives. Other schools have migrated to a Grade Parent system, with the focus fully targeted on classroom needs.

During our process of determining what would work here at MACC, we looked at a number of factors and have articulated the main focus of this initiative as follows.

## Parent Liaison Focus

After studying similar schools and their structures in relation to parent involvement, we can ascertain that the primary objectives are all similar and fall within common areas, these being:

- building community & connections
- raising funds
- facilitating communication channels
- providing volunteering opportunities
- assisting with organisation and facilitation of social functions
- strengthening relationships with Alumni

The Parent Liaison network works in alignment with the teachers and leadership of the College to assist in meeting the strategic outcome, to facilitate a greater sense of community and collaboration amongst staff, parents and students.

## Parent Liaison Objectives

The objective of our Parent Liaison initiative is to provide support to individual classroom teachers through having a nominated Parent Liaison for each stage in Prep to Year 6 and across key Secondary areas in the College. The Parent Liaison would become a key point of contact for other parents and would assist in facilitating social connection, fundraising, communication channels, classroom support, as well as building relationships with new parents. The initiative provides appropriate terms and structures for parents and encourages involvement in day to day matters that make a difference to their own child and connect them to other like-minded parents.

Our Parent Liaisons form the basis for parent focus groups to be included in consultation around things such as fundraising strategies and strategic planning.

Stage teachers in consultation with both, the Head of Primary and Secondary select parent Liaisons. The selected individual would then need to make the commitment to serve in this voluntary position

for one full school year. Parent Liaisons would also be required to adhere to the MACC Parent Liaison Code of Conduct. These guidelines help provide focus for teachers and the Parent Liaisons towards achieving the objectives of the initiative, working in partnership with each other.

## Involvement

The Parent Liaison will provide support to the College and more specifically, the classroom teacher in a range of events that may include activities such as morning teas, College Tours, Mother's and Father's Day events, covering of books, as well as supporting parent driven initiatives. The Parent Liaison would work closely with the stage teachers and Community Engagement Officer. Projects may vary according to the specific needs of each stage or department within the College.

## How it Works

Expression of interest will be sought from volunteer Parents, with one candidate being selected per stage, who College staff believe are in alignment with the outcomes that the College is seeking to achieve. Parent Liaisons will be required to adhere to all MACC policies and procedures, have strengths in communication and building community connections, as well as be willing to assist with fundraising.

Some specific activities that may be asked of a Parent Liaison are:

- Fundraising such as Mother's Day and Father's Day Stalls
- Specific fundraising if required
- Assisting with Headmaster Tours
- Conducting School Tours
- Supporting Mission Days activities
- Supporting events within the College Sporting and Creative Arts programs
- Assisting with major community events such as Camden Show and College Christmas Carols
- Directing parents to staff who can help manage their enquiries
- Managing official MACC parent social media platforms
- Acting as Project Managers, appointed for specific College projects
- Attending Parent Liaison group meetings as required

Parent Liaisons would be invited to form the core of any MACC community focus groups when consultation is required in areas such as:

- Strategic Planning
- Communication strategies, including social media
- Parking and traffic in or close to school grounds

## Commitment

- A one year commitment is involved, allowing Parent Liaisons to be dedicated, enthusiastic and energetic for their term of service



- Providing well-informed responses to assist with any parent enquiries from within their class
- Liaising with the stage teachers, College Executive and the Community Engagement Officer to ensuring clear guidelines and protocols are followed
- Attend twice per term meetings with other Parent Liaisons and Executive staff, sharing ideas and suggestions regarding strengthening the communication between parents and the leadership of the College

We are looking forward to hearing from parents who are interested in volunteering in this capacity. We believe the role of Parent Liaison will become an integral part of our College's future as we seek to build community and friendships within a consultative framework.

## What to do if you're interested in becoming a Parent Liaison

1. Speak to our Community Engagement Officer or your child's classroom teacher about the role
2. Read through the Volunteer Guidelines and sign the Code of Conduct
3. Complete the Parent Liaison Application and return together with the MACC Code of Conduct to Susanna Hatava, our Community Engagement Officer.

## How is the selection of Parent Liaisons made?

Applications will be considered by the stage teachers in consultation with the Head of School. A range of attributes are considered as part of the selection criteria which form the basis for the decision.

## Selection Criteria

The following attributes would be considered desirable in selecting Parent Liaisons:

- Christian service and commitment
- Support for the vision and values of MACC
- Availability
- Strengths in communication
- Strengths in connecting and providing support to build community
- Willingness to assist with fundraising
- Willingness to adhere to MACC policies and procedures
- Signing of MACC Parent Liaison Code of Conduct

## The Next Steps

1. Applications will be considered by the stage teacher in consultation with the Head of School
2. New Parent Liaisons will receive written confirmation of their selection
3. The College community will be advised of Parent Liaison appointments via MACCchat
4. An Introduction meeting will take place with Parent Liaisons and the College Executive. Our team will discuss information regarding communication channels, protocols and procedures.



During your child's Primary years there will be many opportunities to serve and volunteer and as each tenure is just one year, over time many more parents will have opportunities to be Parent Liaisons. Should there be a high level of interest and you are not appointed as the Parent Liaison, please do not be discouraged as there will be many other areas to volunteer within the classroom and support the College and its ongoing activities. Your involvement will be equally important and valued. Remember, that each and every member of our community is appreciated and can play a vital role in our College.

## **More information**

If you would like further information about the Parent Liaison initiative, our PL Coordinator is Miss Susanna Hatava, our Community Engagement Officer. Susanna can be contacted via email on [hello@macc.nsw.edu.au](mailto:hello@macc.nsw.edu.au) or through our College Reception on 46347474.



## MACC Volunteer Guidelines

### As a Parent Liaison representative we ask that you:

- Support in words and actions the philosophy of MACC
- Work in partnership with the school for the common goal of achieving what is best for all
- Model resilience by encouraging healthy problem solving strategies
- Listen to other parents, but remember that situations may be interpreted differently by others, depending on their perspective and version of events
- Understand the importance of healthy home/school relationships between children, teachers and caregivers and communicate any concerns to the College in a constructive and appropriate manner
- Demonstrate that both parents and teachers work together for the benefit of students
- Adhere to the College's policies and endeavour to support them in your home
- Support the College in its efforts to maintain a positive teaching and learning environment
- Maintain an actively cooperative attitude and interact positively with other parents and members of the College community
- Encourage the building up of community culture with other parents in your year level and across the College
- Value the school community and its reputation, especially when engaging with social media
- Discourage gossip and hearsay by communicating with the College and encourage others to do the same

### Parent/Guardian/Caregiver Rights:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the College, in regard to your child's education and development
- To have confidentiality over sensitive issues respected by staff
- To have a timely response to concerns raised

### Parent/Guardian/Caregiver Responsibilities:

- Value and champion the College and its reputation, being mindful of the hurt and damage social media may cause to staff members and other parents
- Under no circumstances approach another child whilst in the care of the College to address, discuss or chastise them because of actions towards your own child
- Respect the rights of staff members and other individuals
- Respect the reputation of teachers and be mindful of communications, especially in regards to social media
- Follow the correct procedures to resolve a grievance or conflict



## MACC Parent Liaison Code of Conduct

### As a Parent Liaison I will:

- Support in words and actions the philosophy of MACC
- Ensure I keep any classified information confidential
- Encourage and help the families to support the mission and outreach projects of Mount Annan Christian College
- Undertake volunteer duties and responsibilities for Mount Annan Christian College as opportunities arise
- Attend meetings and parent functions of Mount Annan Christian College where possible
- Discourage gossip and hearsay by communicating with the school and encourage others to do the same
- Maintain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Never disclose sensitive information about students or their families to persons other than the teacher
- Respect the reputation of teachers and be mindful of communications, especially in regards to social media

I understand if I breach any of these protocols I may be asked to relinquish my Parent Liaison position. If I am not selected for the PL role in my child's classroom, I commit to remaining support of the classroom teacher, the College ethos and the parent selected for the PL position.

Signed \_\_\_\_\_

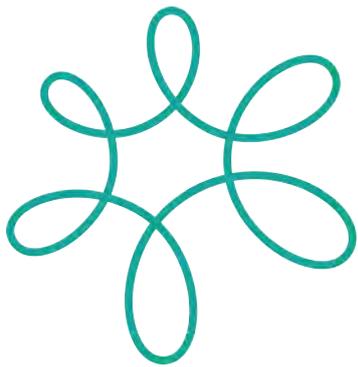
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MOUNT ANNAN  
CHRISTIAN COLLEGE LTD

ACN 106 937 740  
ABN 32 106 937 740

PO Box 7039  
Mount Annan NSW 2567

P 02 4634 7474  
F 02 4634 7473

admin@macc.nsw.edu.au  
www.macc.nsw.edu