

## Parent Involvement Program (PIP) Kindergarten to Year 12

The Parent Involvement Program serves many purposes. The invaluable contribution made by parents helps the school to maintain its high standards and provides opportunities for the school community – staff, parents, students and friends – to interact. Most importantly, it gives you the opportunity to enjoy a hands-on role in the education of your children.

Each family with students in Kindergarten to Year 12 is asked to contribute 24 hours per year to the life of the school as part of PIP. PIP hours can be completed by either parent. PIP hours that are completed accumulate throughout the year, to a maximum of 24 hours per family per year, but **cannot be carried over to the next calendar year**. You may choose to complete your hours at any time throughout the year. **Only submit one form per year per family.**

When you have completed your PIP for the year, please submit the PIP Declaration of Hours form to the School Office. When this form is received, a credit of \$150 for each 6 hours of PIP will be applied to your fee account up to a maximum of \$600 for 24 hours for the year. We are happy to receive your form at any time during the year when you have completed your PIP hours. This form will be available on the school website or from the School Office. If you know that you have PIP hours to claim and submit later in the year, please feel free to pay your term school fees less the PIP claim still to be credited to your account.

These hours can be accumulated in a variety of ways, e.g. assisting with reading groups, library, canteen, sport carnivals, camps. The school newsletter will advertise opportunities to complete your PIP hours. Class teachers and some faculties **may** contact you directly when specific assistance is required, e.g. excursions, transport, camps, **but it is up to you to organise your PIP hours. The responsibility for the completion of these hours and the claiming of fee reduction rests with you.**

Please email the **contacts below**, or the [admin@covenant.nsw.edu.au](mailto:admin@covenant.nsw.edu.au) address if you wish to be involved.

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| <p><b>Library</b> - tidying shelves and repair work at school, during the last weeks of each term (limit of 20 parents per term)<br/> <b>Secondary Library contact:</b><br/>           Emma Solomon at <a href="mailto:esolomon@covenant.nsw.edu.au">esolomon@covenant.nsw.edu.au</a><br/> <b>Junior Library contact:</b><br/>           Robyn Watson at <a href="mailto:rwatson@covenant.nsw.edu.au">rwatson@covenant.nsw.edu.au</a></p> |
| <p><b>Hospitality &amp; Events</b> - do you enjoy the behind the scenes of event preparation, or meeting and greeting families at special morning teas?<br/> <b>Contact:</b> Suzanne Bennett at <a href="mailto:sbennett@covenant.nsw.edu.au">sbennett@covenant.nsw.edu.au</a></p>  |
| <p><b>Café Covie</b> - Monday to Friday 8.00am-12.00noon<br/> <b>Contact:</b> Suzanne Bennett at <a href="mailto:sbennett@covenant.nsw.edu.au">sbennett@covenant.nsw.edu.au</a></p>   |
| <p><b>Canteen</b> - Monday to Friday (please let us know your preference)<br/> <b>Contact:</b> Canteen Manager at <a href="mailto:cheeseandtoastie@gmail.com">cheeseandtoastie@gmail.com</a></p>  |
| <p><b>Uniform Shop</b> - assist on a roster basis: Mondays 2.15-3.15pm or Wednesdays 8.00-9.30am<br/> <b>Contact:</b> Kitty Au-Yeung at <a href="mailto:kau-yeung@covenant.nsw.edu.au">kau-yeung@covenant.nsw.edu.au</a></p>  |
| <p><b>Secondary exams</b> - Supervision of small groups and individual students<br/> <b>Contact:</b> Lesley Bennett at <a href="mailto:lesleybennett@covenant.nsw.edu.au">lesleybennett@covenant.nsw.edu.au</a></p>   |
| <p><b>Sick Bay Assistance</b> (current First Aid Certificate or nursing qualification necessary) or volunteers for other odd things eg checking first aid kits and helping on vaccination days.<br/> <b>Contact:</b> School Nurses at <a href="mailto:schoolnurse@covenant.nsw.edu.au">schoolnurse@covenant.nsw.edu.au</a></p>  |
| <p><b>Office assistance</b> – photocopying, binding, collating<br/> <b>Contact:</b> Del Hayman at <a href="mailto:dhayman@covenant.nsw.edu.au">dhayman@covenant.nsw.edu.au</a></p>  |
| <p><b>Dance and Musical</b> - costumes assistance<br/> <b>Contact:</b> Dance – Suzanne Shaw at <a href="mailto:sshaw@covenant.nsw.edu.au">sshaw@covenant.nsw.edu.au</a><br/> <b>Musical – Secondary:</b> <a href="mailto:nconway@covenant.nsw.edu.au">nconway@covenant.nsw.edu.au</a><br/> <b>Musical – Junior:</b> <a href="mailto:wmorton@covenant.nsw.edu.au">wmorton@covenant.nsw.edu.au</a></p>                                      |

**Other areas you may prefer to assist with:** Working bees, class reading groups (contact teacher directly), excursions, camps, carnivals, gala days or washing (at home).

Requests for assistance may come from the bi-weekly newsletter, or included in a letter sent home regarding the event.