



MARGARET RIVER

Independent SCHOOL

EST. 1982 AS NYINDAMURRA FAMILY SCHOOL

Flexible Commitment Hours Contribution Policy

Revision Date	GB Approval Date	Changes Made	Author of Changes
05/08/2019		Brought into standard format	
August 2024	09/09/24	Reduced total hours pa, increase charge for non completion or not logging of hours, addition of clarifying items, and options of how to contribute	Jessica Worrall for GB

Next review due(or earlier due to legislative or regulatory changes)	
Next review due 2025	By Document Owner: Governing Body
Policy availability	
For employees: <input checked="" type="checkbox"/> Shared policy drive (P)	For school community, volunteers & others: <input checked="" type="checkbox"/> School website <input checked="" type="checkbox"/> School stream <input checked="" type="checkbox"/> Front office (paper)
Links to other MRIS policies	
Parent Handbook; Busy Bee Policy; GB Manual; Fee Schedule	

Contents

Rationale.....	2
Summary.....	2
Flexible Commitment Contribution.....	2
Ways to be involved	3

Rationale

Parents are required to complete flexible commitment hours to

- (i) keep fees low; and
- (ii) encourage parent involvement in their child's schooling with resulting improved student achievements.

Parent involvement is the key point of difference in our small family school hence: *Sharing the Learning Journey*.

Summary

MRIS offers a fantastic and unique opportunity to be engaged and involved in your child's formal education journey. Compulsory parent contribution hours are a key feature in supporting the ongoing sense of MRIS as a family school and to improve student educational outcomes. Studies have shown that increased parental involvement in school improves student outcomes in academic, social and behavioural domains [He & Thompson 2022]. Additionally, the school relies heavily on this participation to reduce school fees.

Flexible commitment contribution

The school requires 10hrs of flexible commitment per parent each term or 40hrs per year. From the start of 2025 this will be reduced to 30hrs per year.

Parents or families are required to regularly advise hours completed via the Track It Forward App or the Flexible Commitment Hours Book in the Office. Parents may choose to log their hours individually or as a family.

Parents are invoiced (currently \$10 per hour, revised to \$20 per hour from the end of 2024) if hours are not completed or not logged.

Parents can contribute their hours over the year as individual circumstances permit, although it is expected that all parents contribute hours towards our Annual Art Auction and Bi-Annual Open Day.

Parents who have a baby under 12 months of age are not required to contribute flexible commitment hours, please contact the Office to ensure the appropriate pro-rata adjustment.

For the purpose of calculating hours, a school term ends on the last school day of term and the next term begins the following day, on the first day of school holidays. Hours are not transferable to the following year.

Hours contributed may take the form of parent education, assistance to the teachers, meetings, maintenance of school grounds and buildings, fundraising activities or other activities agreed upon between the school and the family. Please see below for guidance on ways to be involved. Parents who wish to contribute hours by assisting in the classroom must first liaise with the relevant teacher and may only assist with agreement of the teacher.

Families new to the School with only Kindy child/children, may have less opportunity to contribute and thus only 15 hrs per parent is required of them. Families who only attend Little Indies are not required to contribute. Full time teachers who are also have children at the school are not required to formally log parent hours, as it is expected they will contribute in other ways. Their partners, however, are expected to contribute.

Parents may apply to the Principal or the Parent Body Representative in exceptional circumstances to request an adjustment e.g. illness or injury etc.

Parent hours may have specialist skills that they can bring to support the school, please think outside of the box and speak to the Principal or the Parent Body Representative to discuss alternative ways to contribute your flexible commitment hours.

Ways to be involved

Examples of how parents/families may obtain flexible commitment hours are listed below. They generally fall into the following categories:

Parent education – this is necessary to ensure that there is a shared approach to learning between school and home. Uptake is lower than preferred and further ways to encourage involvement e.g. through webinars will be explored. It should be possible to obtain 4-16 hours pa from these activities.

Major fundraisers– including Art Auction, estimated to be from 4 hours pa.

School activities – to stay connected including Busy Bee and school events including Disco, AGM, carnivals etc. It should be possible to obtain 10-20 hours pa from these activities.

Class support – from class meetings, to fundraising for camp to class activities, between 4-8 hours pa (depending on number of students attending could be double or triple).

Specialist activities - Catering Team, Class Coordinators, Subcommittees, Governing Body possible to obtain from 8-48+ hours pa.

Examples of how to complete flexible commitment hours

Per parent per term – indicative only for each term, and after hours (A/Hrs) as noted.

As contribution will vary per parent, please record actual hours in Track it Forward App or Office Log to confirm.

Per parent per term	T1	T2	T3	T4	A/Hrs	Total
Parent education						
STEP (offered T1/2/3/4 tbc)	8				Some	
Virtues / Non violent communication		2		2	Some	
Special event e.g. Justin Coulson			3			
Other e.g. Science of Learning (DSF)	2	2	2	2	Some	
Induction/ welcome etc for new parents	2-4				Y&N	
Major fundraiser						
Art Auction						
Artist Liaison Officer/ Team support			10+	10+	Y	
Publicity team				5	Y	
Hanging team				8	Y	
Catering team				10	Y	
Service team				4	Y	
Wrapping team				4	Y	
Babysitting				4	Y	
School activities						
Busy Bee						
Attending	4		4		Y	
School events						
AGM	2				Y	
Sports carnival helpers	4				N	
Grandparents Day		2			N	
Disco		2			Y	
Support music concert			2		Y	
High tea /support (even years)			2		N	
Open day / support (odd years)			4		Y	
Support for end of year concert			2		N	
Flinders Bay helpers				6	N	
Walk & Talk (Mon & Fri for 15min)	1	1	1	1	N	

Per parent per term	T1	T2	T3	T4	A/Hrs	Total
Class support						
Class events						
Class meetings / teacher meeting	0.5	0.5	0.5		Y	
Class roster for years that have it	4	4	4	4	N	
Camp support – fundraising etc		2	2		Y	
Attending camp (WWC, STEP req'd)			24+		Y	
Bush school, Pitfall trapping and other school events (tbc)	4		4		N	
Class specific – cleaning, playdough, book covering (tbc)	1	1	1	1		
Class Coordinators						
Meet with teachers	2	2	2	2	Y	
Coordinate class rosters, class fundraising, camp	4	4	4	4	Y	
Meet with class cords / PB rep / Staff	2		2		Y	
Specialist activities						
Other specialist opportunities (examples)						
Gardening / weeding / washing /sewing	4	4	4	4	Y	
Weekly raking of soft fall areas (or 2 weekly to be negotiated)	10	10	10	10	Y	
Specialist activities - if you are a specialist offer your services e.g.	tbc				Y	
Bus driving	tbc					
Catering team	2	2	2	2	Y	
Decorations	tbc					
Painting	tbc				Y	
Subcommittees (examples)						
<i>e.g. Bushland Management Team</i>						
Meetings & preparation	4	4	4	4	Y	
Specific projects e.g. stick pick		6		6	Y	
<i>e.g. Fathering Project</i>						
Special events (paper plane & pizza)		4		4	Y	
Meetings on topics	3	3	3	3	N	
<i>e.g. Library Team</i>						
Roster	10	10	10	10	N	
Book club	2+	2+	2+	2+	Y	
<i>e.g. Reconciliation Action Plan</i>						
Meetings & preparation	4	4	4	4	Y	
Specific projects (tbc)		4		4	Y	
<i>e.g. Sustainability</i>						
Meetings & preparation	4	4	4	4	Y	
Specific projects (tbc)		4		4	Y	
Governing Body						
Meetings & preparation	12	12	12	12	Y	
Portfolio areas (indicative only)	5	5	5	5	Y	
Governance training	8			8	Y	

References

Bishop, Nigel, 2023, "Parent Partnership in the Primary School: A practical guide for school leaders and other key staff", Routledge, NY

He, Bizhu & Thompson, Christopher; 2022, "Family involvement and English learners' outcomes: A synthetic analysis", International Review of Education (2022) 68:409–440; <https://doi.org/10.1007/s11159-022-09958-6>