



**022**

Policy Number

## Parent Participation Program

Title of Policy/Procedure	<b>Triple P Policy</b>
Endorsed by	<b>Board</b>
Responsibility	<b>Executive Business Manager</b>
Reviewed date	<b>December 2017</b>
Next review date	<b>December 2018</b>
To whom issued	<b>College parents</b>

# Parent Participation Policy

The Lake Joondalup Baptist College Parent Participation Program (PPP) benefits the College by value adding to many aspects of College life.

There are many examples of how the varied contributions made by families within the PPP program have provided support and services to the College which otherwise would have affected our fees structure.

Whilst many families contribute way beyond the minimum 10 hours per year required, some families may not be able to give their time and therefore provision has been made for them to make a \$200 payment as an alternative to working the required hours, or to work some of the required hours and make a pro rata payment.

A charge of \$200 for PPP will be included in your Family Account with the Semester 1 Tuition Fees. As timesheets are received, your account will be credited with \$20 for every hour of PPP completed, to a maximum of 10 hours (\$200) per annum. When timesheets are received after a billing period has closed, the credit will be carried over to the next period, which may be the following year. Hours may be carried over from one year to the next.

## PPP guidelines

1. Each family is required to contribute 10 PPP hours per year for each year in which they have a child attending the College, through to Year 11. This is regardless of the number of children attending the College, ie 1 child = 10 hours, 3 children = 10 hours. There is no maximum; every hour worked is a huge benefit to the College community.

PPP hours are not transferable between families.

2. Prior to the commencement of the PPP year, each family will be issued with an Information Sheet, which lists areas within the College that require assistance. Parents are asked to identify the areas in which they would like to assist, and return the information sheet to Student Reception by **Monday 5 February 2018**. In some instances, the College will contact parents directly asking for help in a specific area; however, on most occasions, requests for help will be advertised in the College eNewsletter, and parents should respond as advised.

**It is the responsibility of parents to arrange their PPP hours if they are not contacted directly.**

3. Each family will be issued with a timesheet on which to record their PPP activities. It is the responsibility of the family to ensure that the timesheet is completed and signed off by an authorised member of staff each time hours are worked.

Please ensure that you only complete 10 hours per form, if you complete hours that exceed the required 10 hours, please collect a new form to record them on. We suggest that forms are handed in as soon as the 10 hours are completed, however they must be handed in no later than **Friday 23 November 2018**.

4. Families may accumulate hours to be credited to the next year by working in excess of 10 hours per year. This will enable them to work fewer hours during the following or future years, or to complete their total College PPP obligation earlier. The maximum number of hours which may be credited in any year is 10 (a maximum credit of \$200 each year).