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## LEIGHLAND IN COMMUNITY (LINC) POLICY

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APPROVED: 2021  
REVIEWDATE: 2022

### **PURPOSE OF THE POLICY**

#### Our Mission

LinC's mission is to serve the School community. The parent body will partner with the wider school community, including students and teachers, to help foster a loving, inclusive and engaged community. They will be actively involved in the life of the School through a wide range of projects and events that should be conducted around a Christ-centred approach, where love, support, grace and encouragement of others is evident and inviting. Ephesians 4:15-16, Ephesians 2:10

#### What we do

LinC's key task is to provide our families with opportunities to connect, to contribute and to feel a valued part of the School community, across both campuses. At Leighland Christian School, one of our foundational beliefs is that we are in partnership with the parents and guardians in the education of their children. LinC and its branched committees will operate in harmony with each other to provide all parents and guardians the opportunity to be more fully engaged with the School community. We appreciate that strong positive relationships need to exist between home and school and that this harmonious relationship is in the best interest of the children in our schools.

### **RESPONSIBILITY FOR MANAGEMENT OF THE POLICY**

Campus Principals

### **STRUCTURE OF LINC**

The schools CRO (Community Relations Officer) will be the main point of contact for each of the committee coordinators and treasurer. They will be supported by the Campus Principal, who has final veto on the decisions made and funded projects for their campus.

LinC will consist of a set of committees that parents and guardians can elect to join, depending on where their individual gifts and talents lie. The committees will be published each year, through an EdSmart form, which then allows parents and guardians to select the areas that they would like to contribute to.

Each committee will have a co-ordinator, that is appointed by the Campus Principal in consultation with the CRO and those interested in the position. Leighland Christian School believes everyone has a God given ability to show love and grace to the School community and beyond, through an active, planned and enthusiastic contributions and would encourage all to be part of one of the committees.

There will be a Treasurer appointed on both the Ulverstone and Burnie Campuses.



## **THE COMMITTEES**

### The Fair Committee

Time commitment: Once every two years.

This group of people will work with the Principal, Administrative staff and the CRO to plan and deliver the school fair on their relevant campus.

Fairs are held one year at Ulverstone and on the alternate year at Burnie. Responsibilities could include set up, pack up, manning a stall, collecting donations, setting the theme, booking in acts, rides or guest artists or other things that contribute to a successful event.

### Special Events Committee

Time commitment: several opportunities to serve over the course of the year

Includes but is not limited to: Mother's Day, Father's Day, Family events

This committee operates to run special events over the school year. They are usually events that fall once or twice a year that would see members sharing their ideas for activities, preparing resources and helping to run or deliver activities with the students on campus.

### Hospitality Committee

Time commitment: as needed over the course of the year

Includes but is not limited to: Family BBQ's, canteen help, hot lunches, Barista

The hospitality committee would offer practical help and support to school events, ensuring that events such as hot lunches ran over the year. To be part of this committee all members would need to complete the Safe Food Handling Course.

### Book Fair and Book Club Committee

Time Commitment:     Book Fair – once a year  
                              Book Club – once a term

The members of this committee would be committing to ordering resources, setting up and running the Book Fair for a week each year. They would be offering to assist with serving the children each morning and afternoon to ensure that all members of the School have access to the Fair. Members would then determine, with the Principal, where the money raised will be spent and what resources will be purchased from the funds raised.

### Welcoming Committee

Time commitment: at the start of the school year and as new families arrive

Those who form this committee will actively seek out new families in the School and look for ways to integrate them on their campus. They may offer a play date, a coffee catch up, deliver a welcome pack, invite them to events such as the Community Catch Up's and introduce them to other parents or guardians in the School.

## **CO-ORDINATOR MEETINGS**

There will be one meeting a term, or when deemed necessary by the upcoming event, with the Principal, CRO, Committee Coordinators and any others who may be interested in attending. A meeting agenda, including who will give a devotional message and reports by the Committee Coordinators will be given, either verbally or in written form if they are not able to attend.

Committee meetings will be held when relevant to the event that is coming up and as needed. Community Catch-ups will be held on both campuses once to twice a term with the CRO (Community Relations Officer), to provide opportunities for parents and guardians to connect with each other.

All meetings will be advertised on the schools social media pages and in the newsletter where possible.

Parents and guardians who are not Committee Members are always welcome at these meetings and can join one or more committees at any time over the school year.

Committee Coordinators will be published at the start of the school year so that parents and guardians can make contact with them over the course of the year.

### **ADMINISTRATION SUPPORT**

Any Administration requests will be received by the school campus administration system. Support will be given by the Administration Team after consultation and discussion with the Principal.

#### The Treasurer

This person will be approached by the Principal to take up this position and will need to complete a formal interview and induction to be appointed. They will hold the position for one year and will work with the CRO and Principal to appoint money needed for a project or to handle money raised by an event. They may be reappointed for following terms.

The treasurer can approve spending up to and including \$500 after which the Committee Coordinators will vote on larger amounts. The Campus Principal will have the final spending approval to ensure that it aligns with the master plan or school priorities. All monies collected must be handed in as soon as possible to the Finance Department or the School. In an event of fundraising, there must be a 'Responsible Finance Representative' to handle the money. The treasurer will use the established School Financial Protocols for ordering, purchasing, receipting and banking. Once finalised, and after consultation with the Principal, any fundraising and purchases/use of the monies will be announced to the School community.

The treasurer will be given training on the ordering processes used within the School and practically equipped and supported to complete their role.

The treasurer will have leadership qualities and an ability to work with a team of parents and guardians to see the School community grow and flourish. They can also be a Committee Coordinator if they would like to hold both positions.

### **CORRESPONDENCE & COMMUNICATION**

All LinC correspondence to outside agencies must be authorised by the Principal and the school logo is to be used and go out through School Administration.

Parents and Guardians within the school will be regularly updated on what events are taking places and opportunities for them to be involved. The Committee members will communicate with each other when planning for an event or to share ideas and to give feedback. At all times, new members will be welcome to join each of the committees.

### **SOCIAL MEDIA**

Any person representing/involved with Leighland Christian School or LinC must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that:

1. Targets any Leighland Christian School staff/parent/staff person/student with perceived malicious intent or
2. Undermines the name/or good will of the School. Harassment, hate speech and inappropriate content should be reported; in the first instance to the Principal for investigation.

## **REPORTING TO THE BOARD**

The CRO and the campus Principal will include updated reports on LinC and their activities to the Board on a regular basis.

# LinC

*Leighland in Community*

Working together to build community and connections

