



**St John the Apostle
Catholic School**

Strength & Gentleness

10 November 2022

Dear Parents and Caregivers

Communication to staff, parents and caregivers regarding Family Liaison Officers

I am writing to advise our school community of changes to the Family Liaison Officer (FLO) role commencing in 2023. Currently, Mrs Jeanie McDonnell is our Family Liaison Officer.

The Catholic Schools, Broken Bay, *Towards 2025* strategic goal to 'accompany students, families, and staff to know Christ and to grow in faith' is at the heart of staffing changes in our school. CSBB leaders have worked to build on the great work undertaken by our Family Liaison Officers across CSBB and have designed a new, broader role that will be established in all CSBB schools. Currently, FLO's are in place in a limited number of schools.

To this end I am writing to inform you about the introduction of a Parent Engagement Coordinator ('PEC') to work in our school. This role will replace the role of Family Liaison Officer from the beginning of 2023.

Our Family Liaison Officers have partnered with school staff and other professionals to provide our students and families with tremendous support in difficult times and we are incredibly thankful for the work they have done. We are especially grateful to Mrs McDonnell for the contribution she has made to not only the St John's community but to the broader local community.

In developing the new PEC role, CSBB has built on this work to enhance engagement connections and the support systems for families. CSBB has also carefully considered any gaps in service as we transition to this PEC staffing model and taken steps to ensure these are addressed.

What is the role of Parent Engagement Coordinator?

The Parent Engagement Coordinator will support me and my colleagues as we implement strategies to strengthen relationships between parents/carers, the school and wider parish community. In practice, the PEC will facilitate, coordinate, and communicate with parents/carers to encounter, and engage with, the wider school and parish community, with a focus on wellbeing and learning for all students and families.

The PEC will play a crucial role in building and maintaining a welcoming school environment and building sound, respectful relationships between the school, parents/carers, parent bodies, Broken Bay Catholic School Parent association and the wider school and parish community.



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Recruitment

A PEC recruitment campaign will commence on 8 November 2022. For further information pertaining to these roles visit [Join us - Current Vacancies - Catholic Schools \(csbb.catholic.edu.au\)](https://csbb.catholic.edu.au)

Please feel free to contact me if you require any further information.

Yours sincerely,

Mark Bateman - School Principal