

## SUPPORT INFORMATION DATABASE

Here is a list of the tasks that need doing in our school, (your non-financial contribution), with names of those who are currently doing them + vacancies. If you're interested in a particular task, contact the named organiser (contact details in the School Directory). Ad-hoc jobs/new projects will be advertised as they arise –check out the Friday Flier, the School Noticeboard, Facebook page and website to keep up with developments!

*If you are currently offering support and are not on this list, or if you cease doing a task, or if you've got an idea for a way you'd like to offer support that isn't on this list, please contact the Support Co-ordinator (Kim Howard: khoward@linebyline.co.uk). Thanks!*

### Class Contacts

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Ongoing, no set times	<b>NEW CO-ORDINATOR URGENTLY NEEDED</b> (Contact Kim Howard) (PTA)	Class Contact (C.C.'s) Co-ordinator – support C.C.'s, keep up-to-date list of C.C.'s, send urgent out of office hours all-school communication via them	<b>New co-ordinator needed</b>
Ongoing, no set times	Class Contact Co-ordinator (PTA)	Class contact – 1 or 2 needed per class, to be key contact person for their class, helping school/parent communications	See separate list on School Noticeboard

### Class Treasurers

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Ongoing, no set times	Class Teachers	1 per class needed, to maintain class account for school trips and any class fundraising	Via Class Teacher/Class Contact

### College

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Thurs. 6-8pm (Parents by invitation)	College Secretary (Gaby Watson) ( <i>Council</i> )	Overseeing & implementing of strategic/ long-term plan; supporting all other organisational bodies in the school; advising & directing SMT; voice for both pedagogical & admin.school functions	Elizabeth Elsholtz, Jonathan Hobbs, Jonathon Liddle, Heather Alexander , Rita Meszaros, Ian Powell, Anja Toddington, Kaycee Fordham, Gaby Watson, Marcus Link

## Council

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
1 <sup>st</sup> Mon. of the month + others as required. (Parents by invitation)	Mark Drewell (Chair)	Governing body of the school, overseeing financial stability and upholding Articles of Association	Edwina Ratcliff (Secretary), Ian Powell, Juliet Crittenden, Christopher Cooper

## Craft

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Wed.8.30-12.00 Coach Tree Barn, Lower Velwell (temporarily)	Karin Probert ( <i>PTA</i> )	Organise craft group/sessions	<a href="#">Supporters welcome</a>

## Cultural/Entertainment Events

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Ongoing, no set times	Christopher Cooper ( <i>College</i> )	Organise cultural/entertainment events at the school	<a href="#">Supporters welcome</a>

## Essential Food Order

Once a term	Peter Land ( <i>PTA?</i> )	Essential Food order	Peter Land
-------------	-------------------------------	----------------------	------------

## Estates (Development) Group

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Thursday evening - as and when needed	Alan Houston/Stu Grey ( <i>Estates</i> )	To organise implementation of the strategic masterplan	Alan Houston, Stu Grey, Marcus Link <a href="#">More supporters welcome</a>
As and when needed – see Friday Flier	Alan Houston/Stu Grey ( <i>Estates</i> )	Complete the Gateway Project (finish the Boilerhouse & Tractor shed; relocate the Maintenance dept.; complete the Bunkhouse building (poss. include Parents room & shop); remove old Maintenance lean-to)	Andrew Stanton, Eloi Cardon, Mike Jones, Reuben Newcombe, Paul Evans, Graham, Augustin Bazzini + others <a href="#">More supporters needed</a>

## Food & Kitchen Groups

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Ongoing/workdays	Jane Norris/Christine Coombes ( <i>Estates</i> )	Maintain kitchen, including H&S; oversee use of kitchen and its equipment	Christine Coombes (Co-ordinator), Susan Preedy, Emma Kempton, Beatus Elsholtz, Nisha Toppin, Louis Yates, Charlotte Etridge, Becky & Isaac <a href="#">More supporters welcome</a>
Weekly	Jane Norris/Christine Coombes ( <i>Estates</i> )	Clean kitchen towels/tea-towels/aprons	Pat Evans
Workdays	Susan Preedy ( <i>Workday co-ordinator</i> )	Workday food co-ordinator	As above

## Fundraising

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Autumn & Summer terms, primarily	FiZZ Steering Group <b>CO-ORDINATOR(S) URGENTLY NEEDED</b> ( <i>PTA/Jonathan Hobbs?</i> )	Co-ordinate Advent & Summer Fairs	Kaycee Fordham  <b>SUPPORTERS URGENTLY NEEDED</b>
Autumn & Summer terms, primarily	FiZZ rep.co-ordinator <b>CO-ORDINATOR URGENTLY NEEDED</b> ( <i>Fizz Steering Group</i> )	Encourage each class to have a Fizz rep(s), keep up-to-date list of reps & send/receive FiZZ communications via them	
Autumn & Summer terms, primarily	Fizz rep.co-ordinator ( <i>Fizz Steering Group</i> )	1 or 2 needed per class, to be key contact person for their class, helping FiZZ/parent communications	See separate list on School Noticeboard/website  <b>AT LEAST 1 PER CLASS NEEDED</b>
Ongoing	<b>CO-ORDINATOR(S) URGENTLY NEEDED</b> ( <i>PTA</i> )	External fund-raising, grant applications etc.	Karin Probert, Deb Price, Rhiannon Hague, Marian Rudd  <b>MORE SUPPORTERS URGENTLY NEEDED</b>

## Grounds, garden and buildings maintenance

<b>When</b>	<b>Task Organiser/Contact (&amp; their link in the school)</b>	<b>Task</b>	<b>Supporter(s) details</b>
Sats, twice a term	Andrew Stanton ( <i>Maintenance</i> )	Organise workdays	Andrew Stanton (Co-ordinator), Len Wilton <a href="#">More supporters welcome</a>
Weekly, late Friday p.m. or weekends	( <i>Rita Meszaros/Elizabeth Elsholtz?</i> )	Clean staff and first aid room weekly	<a href="#">Supporters needed</a>
Weekly, late Friday p.m. or weekends	Skip Greenwood ( <i>Upper School</i> )	Clean pottery weekly	<a href="#">Supporters needed</a>
Weekly, late Friday p.m. or weekends	Skip Greenwood ( <i>Upper School</i> )	Clean Lab. & small study room weekly	<a href="#">Supporters needed</a>
Weekly, late Friday p.m. or weekends	Almut Woolard ( <i>Upper School</i> )	Clean Woodwork room weekly	Veronica Meanwell
Weekly, late Friday p.m. or weekends	Iris Guenther ( <i>Upper School</i> )	Clean Language Room weekly	<a href="#">Supporters needed</a>
Ongoing, no set times	Almut Woolard ( <i>Upper School</i> )	Regular loving attention for the Upper School flowerbeds	Caroline MacDonald
Ongoing, term-time and summer holidays	Mark van Vliet ( <i>Estates</i> )	Help maintain School gardens, incl. outdoor classroom areas	Caroline MacDonald <a href="#">More Supporters needed</a>

### Lost Property

<b>When</b>	<b>Task Organiser/Contact (&amp; their link in the school)</b>	<b>Task</b>	<b>Supporter(s) details</b>
Ongoing, no set times	Antje Land ( <i>Admin.</i> )	Manage the lost property cupboard and the end of term sales	<a href="#">More supporters welcome</a>

### Mediation Group

<b>When</b>	<b>Task Organiser/Contact (&amp; their link in the school)</b>	<b>Task</b>	<b>Supporter(s) details</b>
Ongoing, no set times	Kaycee Fordham ( <i>College Rep.</i> )	To help people find a solution where there are interpersonal problems (either between parents and staff, or parents and parents)	Simon Baxter + t.b.c. <a href="#">More supporters welcome</a>

## Office Support

<b>When</b>	<b>Task Organiser/Contact</b> <i>(&amp; their link in the school)</i>	<b>Task</b>	<b>Supporter(s) details</b>
Weekly or fortnightly on Mondays between 2-3 & some occasional cover	Gaby Watson ( <i>Admin.</i> )	Provide reception cover for the weekly staff meeting, & occasional cover for illness/ training (counts as your workday contribution)	Annabel Salomonsz, Clare Davis and Mary Rose Purser-Mountford
Weekly, during office hours	Gaby Watson ( <i>Admin.</i> )	Keep photocopy shed clean and tidy	Pat Evans

## Parents Room

<b>When</b>	<b>Task Organiser/Contact</b> <i>(&amp; their link in the school)</i>	<b>Task</b>	<b>Supporter(s) details</b>
Ongoing, no set times	Vicky Rippin/Louis Yates ( <i>PTA</i> )	Get interim parents room up and running	Elizabeth Elsholtz, Rowena Norris, Alan Houston, Deb Price (+ help from Alan White, Tim Barnden, Mike Jones)
Ongoing, no set times		Maintain Parents Room	(When it's up and running)
Ongoing, no set times		Maintain Parents Library	(When Parents room is ready)

## Pastoral Care

<b>When</b>	<b>Task Organiser/Contact</b> <i>(&amp; their link in the school)</i>	<b>Task</b>	<b>Supporter(s) details</b>
Ongoing	( <i>PTA</i> )	Currently being defined by the PTA	Vicky Rippin, Deb Price

## Publicity

<b>When</b>	<b>Task Organiser/Contact</b> <i>(&amp; their link in the school)</i>	<b>Task</b>	<b>Supporter(s) details</b>
Ongoing; Wed. deadline	Carrie Scoville ( <i>Admin.</i> )	Edit Friday Flier	Carrie Scoville
Ongoing	Yolanda Drewell ( <i>SMT</i> )	Press releases	Yolanda Drewell

## Reading Support

<b>When</b>	<b>Task Organiser/Contact</b> <i>(&amp; their link in the school)</i>	<b>Task</b>	<b>Supporter(s) details</b>
As and when required	Beverley Powell, Learning Support ( <i>College</i> )	Help children with their reading	Contact Beverley for details

## PTA (Committee)

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Monday or Tues. at least twice a term 7.30-9.30pm	Michaela O'Sullivan (College)	Help support the running and the well-being of the school. See PTA Charter for details.	Committee members: Michaela O'Sullivan (Chair), Pat Evans (Secretary), Karin Probert (Treasurer) Elizabeth Elsholtz, Andy Smith, Caroline Macdonald, Rowena Norris, Mark Drewell, Tim Barnden, Vicky Rippin, Deb Price

## School Shop

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Daily, 8.30-9.30am, & 12.15-1.15. Slots available vary, due to turnover of support staff. Also for backup during illness, fairs.	Gaby Lovatt (PTA)	Working 1 hour in shop per week (or more!) - stacking shelves, taking money, tidying, ordering stock from various suppliers. Training given!	Gaby Lovatt, Christine Coombes, Rose Macdonald, Sabine Haus, Abigail Summers, Nina Bailey (Finance Co-ordinator)  <b>More supporters always welcome</b>

## School Travel Action Group

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Ongoing, no set times	<b>Co-ordinator needed</b>	Help to optimise bus/cycle travel to school (e.g. continue cycle path to Buckfastleigh?)	<b>Supporters needed</b>
Ongoing, no set times	<b>Co-ordinator needed</b>	Organise lift-sharing info.	

## Staff Appreciation (Xmas)

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
End of Autumn term, esp. c.11-12.30 on the last day	<b>NEW CO-ORDINATOR NEEDED</b> (Contact Kim Howard) (PTA)	Organise Xmas gift boxes for subject teachers	<b>Supporters welcome</b>

## Study Group

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Thurs.8-45-9.45	Caroline Macdonald ( <i>PTA</i> )	Run Steiner study sessions for parents	

## Support Co-ordination

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Ongoing/workdays	<b>NEW CO-ORDINATOR URGENTLY NEEDED</b> (Contact Kim Howard) ( <i>PTA</i> )	Support Co-ordinator – Keep support information up-to-date and inform parents re. parental support opportunities	<a href="#">Supporters welcome</a>

## Welcoming Prospective/New Parents

When	Task Organiser/Contact ( <i>&amp; their link in the school</i> )	Task	Supporter(s) details
Fridays 12.30-3pm, once a term	Kaycee Fordham, Admissions Officer ( <i>SMT</i> )	Help at Prospective Parents Afternoons	Maria Gray <a href="#">More supporters welcome</a>
Once a term (2 <sup>nd</sup> week in)	Selena Merrett ( <i>PTA</i> )	Welcome new parents on 1 <sup>st</sup> day of Autumn term and New Parents Coffee Mornings	Selena Merrett <a href="#">More supporters welcome</a>