



# Narangba Valley State School

Parents and Citizens Association

ABN 64 638 310 989

## An Introduction to Your P&C

### Welcome!

Our P&C is about people – people just like you – parents, caregivers and community minded people who want to help and be involved with their school. With new faces, brings new ideas and new enthusiasm. A lot can and has been achieved through the P&C and the school working together towards common goals.

We acknowledge the people in our community are very diverse, they come from all walks of life, have a wide range of experiences and talents and who are committed to delivering great outcomes for our children and the School. Everybody has an idea and your ideas will be heard. Many hands make light work and the more people involved the more exciting and successful it will be.

If you are new to our School community, being a volunteer for your P&C is a great way for you to network, meet new people and make new friendships. We have an open and welcoming atmosphere within the school and there are many wonderful opportunities for you to be involved and your time and efforts are valued. It could be as little as once a month for only a couple of hours or every week if you have the time. Any contribution is a worthwhile one to the children and community of this School.

Volunteer members of the P&C comprise of the following:

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#### Executive Committee:

- **President**
- **Vice-President**
- **Treasurer**
- **Secretary**

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#### Sub Committees:

- Café
- Uniform Shop
- Book Club
- Grants
- Fundraising
- Student Banking
- Spring Fair

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#### Employees:

- Managing Café Convenor
- Managing Uniform Convenor
- Assistant Café Convenor
- Assistant Uniform Shop
- Book Keeper

Parents & Citizens' Associations are an integral component of all school communities. They are involved in many facets of a school's operations and functions. Without you; the parent, volunteer, helper, interested individual, the P&C would not exist. Your role is a vital and necessary addition to the whole school community. Your role also plays an important part in the development of your own child as research consistently shows that parental involvement in your child's education and school in general, results in greater and more positive outcomes.

The objectives of the Association are to promote the interests of, and facilitate the development and further improvement of the school, by promoting parent participation, encouraging close cooperation between parents, students and staff and promoting positive community support.

Functions of the P&C are but not limited to:

- To fostering general community interest in educational matters
- Encouraging closer cooperation between the parents of students attending the school, other members of the community, staff and students of the school
- To provide advice and recommendations to the Principal of the school on issues and concerns in respect of students and the general operation and management of the school
- To provide or assist in the provision of financial or other resources or services for the benefit of students of the school
- To perform any other functions as the Minister may determine, not inconsistent with the Education (General Provisions) Act 2006.

The rules governing the P&C Association are set out in the model constitution, which the P&C adopts and the Director-General for Education approves through the Principal. The NVSS P&C Association is a member of the QCPCA (Queensland Council for Parents and Citizens Association) organisation and through their State Office, QCPCA is a support service to P&Cs across the state. QCPCA provides access to current information, legislative and policy advice, guidance in all areas of P&C operations and insurance options for members.

The P&C holds monthly meetings generally on the 1<sup>st</sup> Wednesday of the month and the AGM (Annual General Meeting) is held in March of every year. The financial year runs from January to December. Prior to the AGM all the P&C books are audited by an external Auditor approved by the members at the previous AGM. All meetings are advertised in the school newsletter.

The P&C is vital to the continued success of our school. The P&C holds the Public Liability insurance for all volunteers who enter the school grounds to volunteer their time. Without the P&C, this cover would cease to exist and therefore, no volunteers would be able to work onsite. This would have a major impact on the every day operations of the school – in the classroom, the Café, the Uniform Shop.

## How do I join the P&C?

To continue the great work of the P&C, we would like to extend an invitation to you, your families and friends to become a valuable member of this great team simply by attending a P&C meeting and signing a membership form, no cost is involved. All meetings commence at 7:00 PM in the staff room of the Corporate & Student Services Building. We also keep the school community informed with the latest P&C information through the School newsletter. Our P&C has many important functions within the School community and a brief description of each is provided below:

## Fundraising

There are numerous fundraising events throughout the year and from the monies raised, valuable resources are provided for our students and we are endeavouring to continually improve the School's facilities. Listed below are just some of the events held. When planning fundraising activities, the current economic environment is considered and we always endeavour to keep the costs minimal to families as well as raising funds for our School.

- ✓ Sports Day Cake Stall
- ✓ Meal Deal Days
- ✓ School Concert (Bi-annually)
- ✓ Family Portrait Day
- ✓ Mothers & Fathers Day Stalls
- ✓ School Disco
- ✓ School Fete (Bi-annually)
- ✓ Christmas Gift Stall

## Scholastics Book Club

Book Club is a service provided to the parents and caregivers whereby you are able to purchase quality books from the comfort of your lounge room. Pamphlets are sent home with the children generally every six weeks. Simply complete the order form attached to the pamphlet and bring back to your child's classroom with full payment on the designated date as advised.

## Uniform Shop

The Uniform Shop provides the School with an opportunity to supply items at a reasonable cost to parents. Uniforms supplied are of a high quality and one that the students wear with pride. The Shop is **open for** business on the following days:

<b>Wednesday</b>	<b>8:00 AM ~ 12 NOON</b>
<b>Thursday</b>	<b>8:00 AM ~ 12 NOON</b>
<b>Friday</b>	<b>8:00 AM ~ 12 NOON</b>

Special appointments can be made by phoning the School and leaving a message for the Uniform Shop Convenor to contact you directly for working parents and new families to the school.

Uniform Order forms can be downloaded and printed from the NVSS web site at; [narangbavalleyss.eq.edu.au](http://narangbavalleyss.eq.edu.au). Follow the links to "Our Community" then "Uniforms". Unfortunately, uniform orders cannot be completed online, but for **credit card payments only** you are welcome to submit your order in person, by placing the form in the P&C box located in the Corporate & Student Services building.

Full payment must be received before orders can be accepted. Cash, Credit Card or EFTPOS payment facilities are available, unfortunately, personal cheques cannot be accepted. Lay-by facilities and second-hand uniforms are also available. Terms and Conditions are on the reverse side of the order form.

## School Uniform

The school uniform is endorsed by members of the P&C Association. The formal school uniform for all grades is optional and can be worn any day of the week with the preferred day being Monday. Some formal occasions may require the formal school uniform to be worn.

## Book Packs

As a service to the School and for the convenience of parents/caregivers the School and the P&C work together to compile a comprehensive list of text books and stationery your child(ren) will need for the forthcoming school year.

Toward the end of Term 3, Book Pack Order forms are distributed to every student with clear instructions and dates for ordering. If your book pack is paid for in full before the final date for ordering, they will be delivered directly to your door before the end of the school year. There is a small delivery charge per family for this service.

Cash, Credit Card or EFTPOS payment facilities are available, unfortunately personal cheques cannot be accepted. Full payment is required for orders to be processed. Due to our suppliers' deadlines, no late orders can be accepted. All profits made from the book packs go directly to benefit the children at our School.

## School Banking

The NVSS in conjunction with the Commonwealth Bank of Australia conducts school banking each THURSDAY for all students.

Information Packs can be obtained from the administration staff in the Corporate & Students Services building should you choose to participate in school banking. Your child(ren) will be issued with a passbook directly from the CBA and each week it will be collected at their classroom for processing. Please do not take the passbooks to the Corporate Services building.

## Café

The **Café is open Tuesday, Wednesday, Thursday and Friday of every week** for first and second break. The school, together with parents, has an important role to play in helping children learn about nutrition. As part of the school environment, the Café is in a unique position to make a positive, worthwhile contribution to students' health and welfare.

The Café can provide children with practical learning experiences to support and reinforce the positive nutritional ideas that they learn at home and in the classroom. Learning about nutrition does not necessarily ensure healthy eating – knowledge must be put into practice. The Café can assist children by providing a variety of nutritious and appealing foods from which to make healthy choices. Children can then learn from experience that healthy foods look and taste good and are a pleasure to eat. In this way the Café acts as an extension of the classroom teaching of nutrition.

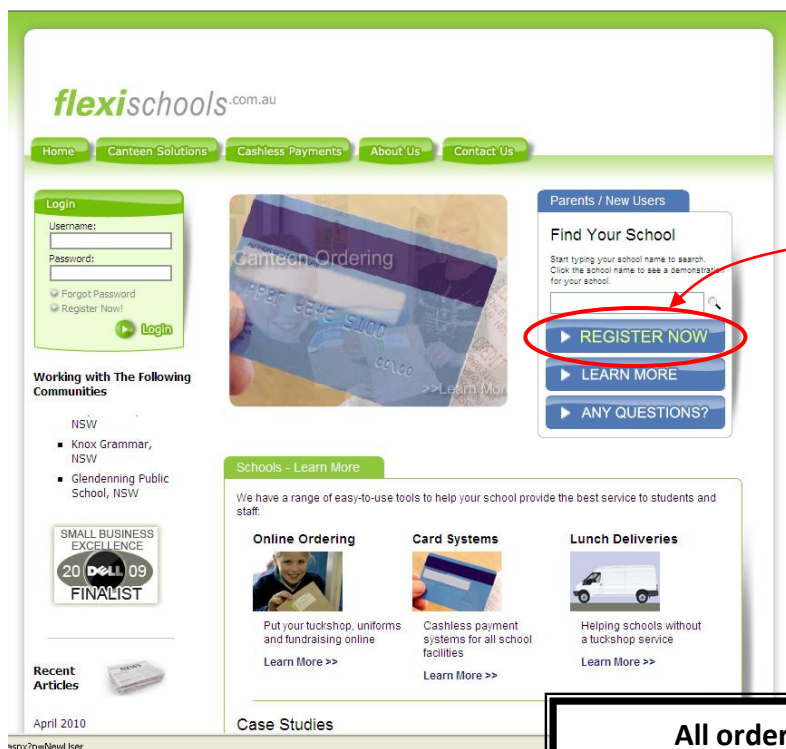
The Café Menu is updated regularly and can be downloaded from the NVSS website. General information regarding the ordering of lunches for your child(ren) can be found on the Menu.

If you would like to become a valuable Café volunteer and can spare 2-3 hours a week, fortnight or month, it would be greatly appreciated. Come and meet some new people, learn some handy new skills, and find out what happens on your child's school day. **Volunteer roster times are: 8:40 to 11:40 AM and 1:15 to 2:15 PM**

## Flexischools – Online Tuckshop Ordering

Flexischools is an online ordering system which will enable you to order your child's Café meals from the comfort of your home and from your own PC. Flexischools is the preferred method for ordering lunches. Flexischools offers many advantages:

- Replaces the traditional over the counter paper bag orders. *NB: If you do not have access to a PC or would prefer to keep using the paper bag system you can still do so. This system will always remain in place.*
- Lunches are prepaid so you don't have to gather your change together to pay for orders.
- Children don't have the responsibility of bringing change home.
- Lunch money will no longer get lost in transition from home to the Café.
- You can order on the morning or a week in advance.
- Convenience. Eases the workload on volunteers
- Registration is required with no up front costs. Register online now at: [flexischools.com.au](http://flexischools.com.au)



**Important Note:** Flexischools is run independently from NVSS and should you encounter any problems you must contact them directly on: **1300 361 769** or [help@flexischools.com.au](mailto:help@flexischools.com.au)

### To register:

- Click on the **"REGISTER NOW"** button and follow the prompts.
- Choose your own username and password and enter your contact details.
- For each child, click **"Add a student"**. You're now on your way to placing your first order.
- Have your Visa or Mastercard handy as this is the preferred way to top up your account. You will need to do this to place your first order.
- Standard order fee is \$0.20 per order.

**All orders MUST be submitted by 9:00 AM**

## Volunteers

As with any school community a lot of very necessary work is accomplished by our valuable and dedicated volunteers. Listed below is a sample of some of the tasks undertaken by our volunteers:

- Fundraising – assisting with stalls, making and supplying gifts
- Special projects – "Spring Fair", "School Concert", "School Disco"
- Café and Uniform Shop – helping either weekly/fortnightly/monthly
- Donations – sourcing donations from businesses that you know personally
- Creating craft goods for Mothers/Fathers Day stalls and the Christmas Stall
- Sourcing different types of grants available for the Grants Officer to pursue and obtain funding
- Helping the library by covering books
- Assisting in the classroom, on excursions, sports days, etc

We look forward to meeting you.

Best regards

P&C President  
5 September 2010

Sue Harris  
Principal

***"Research shows that children perform better at school when their parents are involved in their education."***

*Source: QCPCA*