



Bardwell Park Infants School
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NEWSLETTER

Week 3, Term 1

6th February 2017

MONEY & NOTES

- ◇ Sport Permissions
- ◇ Cake/Milk/Sausage Sizzle Volunteers
- ◇ Walking Note

CALENDAR REMINDERS

- ◇ **Tuesday** – Sports Uniforms to be worn **Term One Only**
- ◇ Fundamental Movement Program 7th February – 4th April
- ◇ P&C Meeting Tuesday 14th February 7.00pm
- ◇ Scripture starts Wednesday 8th February
- ◇ Meet & Greet Monday 20th February 7.00-8.00pm
- ◇ Cake Day Friday 17th February
- ◇ Slinky Week 20th -24th February
- ◇ Sausage Sizzle Friday 24th February
- ◇ School photos 27th February
- ◇ Clean Up Australia Day Friday 3rd March
- ◇ Mrs Northwood Retirement Friday 3rd March
- ◇ Bandaged Bear Teddy Bears' Picnic – Friday 17th March
- ◇ Harmony Day 21st March
- ◇ Anzac day Service Thursday 6th April
- ◇ Egg a Thon – mufti – Friday 7th April
- ◇ Sausage Sizzle Friday 7th April

Congratulations to the following children who received Merit Awards last week:

Kindergarten	WHOLE CLASS
Year One	WHOLE CLASS
Year Two	WHOLE CLASS
5 Stamp Cards	Connor Vourakis
10 Stamp Cards	Emily
15 Stamp Cards	Nathaniel
Student of the Week	CONNOR

THIS WEEK'S NEWSLETTER CONTAINS A LOT OF IMPORTANT INFORMATION. PLEASE READ IT CAREFULLY.

Dear Parents and /or Caregivers,

Welcome to the 2017 school year. My name is Jo Fulham. We trust you had a safe and happy Christmas and New Year with family and friends. I am sure you join me in wishing Kathy Northwood, our previous Principal, all the best in her retirement. I would like to acknowledge her many years of educational leadership at this school and her dedicated and valued service to students and public education. It is with great pride I assume the responsibilities of the teaching Principal of Bardwell Park Infants School. I have been welcomed by an extremely dedicated and professional school team. I look forward to meeting more of our school community at the first P&C meeting of the year, at our Meet and Greet evening, in the playground and as the year progresses.

Kind regards
Jo Fulham

Staff Development Day Term 1

All staff engaged in Professional Learning on our first Staff Development Day (SDD) of the year and completed our mandatory Child Protection update and utilised their time planning and programming for the year. Staff will also be completing their Anaphylaxis update online this term.

Staffing

There have been some staffing changes since last year which are detailed here and on our school's website. I will be teaching Kindergarten, Mrs Kylie Kam remains on Year 1, Ms Sue Whibley and Mrs Narelle Joukhadour are teaching Year 2, Mrs Liz Corbett is our Teacher/Librarian, LaST (Learning and Support Teacher), Music and our EAL/D (English Additional Language/Dialect) Support teacher. The School Counsellor this year is Mr Doug Creighton. Our General Assistant is Mr Garry Hespe. Our School Administration Manager is Mrs Lesley Maclean and Mrs Maria Kerr provides Administrative Support. We welcome those staff members who are new and those returning to our school.

Thank you

A big thank you to Garry, our General Assistant, for doing such a great job looking after the physical appearance of the school in the holidays and maintaining our lawns and gardens in such hot weather. You may have also noticed the new soft-fall under the play equipment which was undertaken and completed in the school holidays.

Start of the school year

Year 1 and Year 2 students have had a very settled start to the school year. Thank you to the students themselves, the experienced staff and the processes and routines embedded here at the school. **Library K-2** Library borrowing is on Friday for all classes. Please remind your child to pack his or her school library bag on Fridays.

Kindergarten

Our Kindergarten students were welcomed over two days last week, allowing a staggered entry to school. A very special welcome to the Kindy students, their parents, grandparents and/or carers. We trust you enjoy your association with our unique K-2 school setting. We encourage you to participate as much as you are able. We value your support as our partners. The P&C, myself, the staff, Mrs Maclean in the office and other parents will be able to offer assistance, should you have any questions.

Please note: that especially in the first few weeks Kindergarten children may come home tired. It is a long day for them and they spend a lot of it learning new routines and rules. Don't be surprised if they want some quiet time or rest when they get home. Making sure that your child gets a good night's sleep will be a great help. Please also ensure your Kindy child brings enough food for both lunch and afternoon tea.

Library Bags

Library bags (calico bags) have been provided to our new Kindergarten class. However, if any Year 1 or Year 2 student is in need of a new Library bag the cost is \$5.00 and may be purchased from the office. Only children with their school library bag will be able to borrow each Friday.

Take Home Bag

The blue Take Home bags have now been distributed to Kindergarten students. The cost of the bag is \$12 and it will be added to the Kindergarten School requirements – if you need to replace a lost bag they may be purchased from the school office. Kindergarten students will be placing their home readers, sight words and notes in the blue bag, when our Home Learning begins, following our Best Start initiative. The class note will provide more specific information.

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Safety reminders

Just a reminder, that the back gate will be locked at 9.30 each morning and unlocked again at 2 pm. The back gate will then be relocked at 3.30 pm. The vehicular gate will be closed when the teacher comes on duty at 9 am and remain closed all day. The pedestrian gate will be closed but unlocked all day and will be the main entry for the school. Thank you for your cooperation in helping to keep our students and staff safe at all times.

Parking around the school

Please be aware that parking in the laneway outside the school is often not practical. For the safety of your own and other parents' children we ask that you make an effort to park correctly. Parking is also available at the Darley Road entrance and the gate is open until 9.30am and re-opened at 2.30pm.

UPDATED STUDENT & PARENT INFORMATION/ Medical

It is a Departmental requirement that the school retains current, correct information pertaining to the students in all schools. To assist us with keeping our information accurate and current, could you please see the form at the end of this newsletter and indicate **any changes** that you may have and return it to the school office as soon as possible. Please do this throughout the year as is necessary, as contacts and medical information can change.

Medication

If you require the school to administer prescribed medication to your child for any reason we will need **written** authority clearly stating the exact dosage and the times it needs to be administered. All medication is to be handed into the office in the morning in the appropriate container or package, clearly labelled.

Anaphylaxis/Allergic Reactions

Students are not to share food or drink with others **for health reasons due to the risk of Anaphylaxis and Allergic reactions**. We ask therefore, that parents remain mindful when packing your child's lunchbox and **omit foods with nut products, including peanut butter, Nutella, loose nuts and eggs** for the interest of those students with Allergies and Anaphylaxis.

Lunch and afternoon tea

Our students are supervised whilst eating. We encourage the children to have a well-balanced and healthy diet so please make sure that treats are kept to a minimum and that nutritious foods make up the mainstay of the food your children bring to school. Please **DO NOT** give your child too many choices in their lunchbox, as they often think that they must eat it all. Please give your child exactly what you want them to eat, or discuss with them what is for lunch and what is for afternoon tea. As we like to be an environmentally friendly school, we also encourage parents to use recyclable drink containers, lunch boxes and storage containers (with your child's name on them) with as little packaging as possible. Hopefully our children will grow into environmentally responsible people and thus minimise and reduce landfill and consumer wastage.

MEET AND GREET, MONDAY 20th FEBRUARY AT 7.00 – 8.00pm

It is important for all parents to read carefully the class booklets that will go home next Monday 13th February and to attend the "Meet and Greet" night each teacher will have on Monday 20th February from 7.00-8.00pm in their classrooms. Parents will be made aware of the specific way each class operates. A reply slip is attached to this newsletter. Could you please complete and return to the office.

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Recorders YEAR 2 Only

Mrs Corbett would like all Year 2 students to bring their recorders for lessons on **WEDNESDAYS** this year.

FUNDAMENTAL MOVEMENT SKILLS PROGRAM – TUESDAY 7TH FEBRUARY

Our Fundamental Movement Skills Program is delivered by fully qualified teachers running nine sessions this term. Lessons begin **TOMORROW** Tuesday 7th February and thereafter every Tuesday finishing on the 4th April. All children will be required to wear their Sports Uniform on Tuesdays in Term One. The cost of the nine-week program for Term 1 is \$45.00 per child. All students K-2 will participate in this program as it is a component of the Personal Development, Health and Physical Education Syllabus. The lessons may be paid in full or in instalments.

SPECIFIC SPORT PERMISSION

Please see and complete a sport permission note for three of the four sport activities we participate in annually. **Please return the note, which is at the end of this newsletter, as soon as possible so that your child can participate in Fundamental Movement Skills on Tuesday.**

P&C MEETING

TUESDAY 14TH FEBRUARY at 7.00pm

There will be a P&C meeting on **TUESDAY**, 14th February to start some planning for 2017. These meetings are held in the Connected Classroom between the Kindergarten room and the Principal's office. The evening starts at 7.00pm and finishing by 8.30pm at the latest. It would be wonderful to see as many parents as possible at the first meeting for 2017. This is a really important way of becoming involved in your child's schooling. Discussion will be centred on the roles and responsibilities of office bearers of the P & C, and ideas for fundraising. The P & C will send its own newsletter on yellow paper when the need arises. The roles of the P&C are attached for you to read.

Milk P&C update

We have been advised by the P&C that our supplier for milk can no longer supply. Emma Pearce is looking into an alternative supplier. Thank you Emma. At this stage, cow's milk will not be available on Fridays.

BOOK CLUB ORDERS – CLOSE THURSDAY 16TH FEBRUARY

Book club order forms were distributed last Friday. A new system is in place for Book Club. There is one booklet for our K-2 students. Orders must now be placed through Scholastic on line. Cash and or cheques will not be accepted at school anymore unfortunately due to the Department of Education's new financial systems. A letter attached to the book club catalogue went home to all parents on Friday. Book Club orders close on **Thursday 16th February** – please make *sure all orders are placed online with Scholastic* by then.

CAKE DAY – FRIDAY 17TH FEBRUARY

Thank you to Liz , Atu and Lenore who will be baking for us on Friday 17th February.

SOME REMINDERS:

School Hours: 9.15 - 3.15pm.

Lunch: 11.15 am - 12.15 pm

Afternoon Tea: 1.40 pm - 2.00 pm

- Children should not be unaccompanied in the playground before 9.00 am. If a student does arrive early, they are expected to sit on the veranda until the teacher is on duty from 9.00 am.

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- Parents and carers are welcome to stay for morning assembly but we do ask that from the time the students are called to their assembly circles, **parents and toddlers refrain from chatting**. This enables students and parents to hear the teachers' instructions and models appropriate listening skills, respect and eye contact. It would be greatly appreciated if toddlers are away from the assembly circles, if possible.
- Please remember the back gate will be locked at 9.30am and again at 3.30pm.

All children are to be collected from the school playground by a responsible adult or sibling. If you have made arrangements for anyone other than yourselves to collect your children the school needs to be informed in writing or inform Mrs Maclean in the office verbally. If for any reason you are unable to pick your children up on time please ring the school, so we may reassure your child that they haven't been forgotten!

ABSENCES AND ATTENDANCE

It is a Department of Education requirement that an explanation is provided for all absences. You have the choice of providing a note or you may telephone the school to provide an explanation. Absentee notes are attached to this newsletter.

As you are probably aware the Department of Education has a new finance and student management system within its **Learning Management and Business Reform (LMBR)** package. This will necessitate some changes to finance and student management this year. Our student attendance will be recorded in a new program called 'ebs4 ontrack +' meaning all absences, late arrivals and early leaving will be entered directly into the program on the computer.

If your child arrives after school has begun at 9.15 am the parent/guardian **MUST REPORT to the office – with a reason for their child arriving late**. The child will be issued with a Late Pass which must be presented to their teacher on arrival to the classroom.

If you wish to take your child home early the parent/guardian **MUST REPORT to the office – with a reason for their child leaving school early** and collect a pass. This Early Departure Pass should be presented to your child's teacher. Of course if you know in advance that you are taking your child early, letting the class teacher or office know prior to the day will help in organising your child to be ready when you arrive at the Office to collect their pass. It is important to collect a Late or Early docket because every single occasion is marked in the system.

If you are planning a trip overseas or within Australia during term (over a period of 5 days) the absence needs to be authorised by the Principal. There is an **APPLICATION FOR EXTENDED LEAVE – TRAVEL** form that will need to be completed. Once completed you will be issued with a **CERTIFICATE OF EXTENDED LEAVE – TRAVEL** – which may be requested at Customs. Also please be aware that extra work will not be provided by the class teacher as this assumes that no pre teaching is needed. A comprehensive journal written about their travels is a great way to show your child the practical application of reading and writing. Such a journal also makes a wonderful keepsake.

WALKING CONSENT FORM

During the course of the year there will be a number of occasions when the school, as a whole, or individual classes, may use the adjoining park and equipment for games lessons, sporting activities, fire drills etc. There may also be occasions when children walk around the local area. Please sign the walking permission note attached to this newsletter.

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CAKE DAYS, SAUSAGE SIZZLES & WINTER TREATS OF PIE & SAUSAGE ROLL DAYS – NEW KINDERGARTEN PARENTS ARE MOST WELCOME TO VOLUNTEER

Sausage Sizzles and Cake Days are being held once a Term this year and as well as special days such as Egg-a-thon (Easter Walkathon) and Sports Day. Without the support of our parent community these days will be unable to continue. There are three/four parents rostered on each Sausage Sizzle – so please don't feel you have to do it on your own.

Parents who volunteer to bake for our cake days will be asked to supply approximately two dozen small cakes (three parents are rostered each day) which are sold for \$1.00 each. Cakes are delivered to school in the morning and stored in the staffroom. We seek a parent volunteer to support us and sell the cakes. Containers may be collected from the verandah or staffroom after school.

We will also be holding Pie and Sausage Roll days in Terms 2 and 3. The children will place an order for these and a parent will need to collect them from the local cake shop. The teachers will distribute them to the children who have ordered at the beginning of lunch time.

If you are able to help please complete the volunteer form and place in the class boxes at the office any time this week. New parents are most welcome to volunteer for any of the jobs.

Permission to Publish and Online Services YEAR 1 & 2 students

This is just an update to your original enrolment form, and each year it is a requirement that we remind parents about 'Permission to Publish' and 'Online Services'.

The Department of Education (DoE) may publish information about your child for the purposes of sharing his/her experiences with other students. This may include your child's name, age, class and or photographs.

The Department of Education's Online services provide students with filtered and secure access to the internet and a student portal. For further clarification please speak to Mrs Fulham or to change your original choice, simply contact the school office.

VOLUNTARY SCHOOL CONTRIBUTIONS

The school will again be asking for a voluntary School Contribution which supplements funding given to us by the Government and enables us to provide quality resources and materials for the educational benefit of your children. This contribution remains the same this year at \$40 per child.

WORKBOOKS AND LEARNING MATERIALS – ATTACHED TO THIS NEWSLETTER

This year all children will be using various workbooks in class. To cover the cost of these workbooks and learning materials we are asking you to pay \$70.00 each for Kindergarten, Year 1 and Year 2 student. Please note that these workbooks do not attract GST.

Later in the year, Year 1 will be asked to also purchase a music book and recorder and Year 2 may also require an additional music book. Costs for these books will be advised when needed.

As always if any family is experiencing financial difficulty please do not hesitate to contact either the office or Mrs Fulham to discuss or inform, so that arrangements can be made.

MONEY DAY

- There is no specific day for money collection. Money can be placed in the office classroom container on **ANY DAY**. A receipt will be provided.
- On most occasions the payment envelope will be used as the permission note. Envelopes will be attached to the newsletters when any permission and/or payment are required for an excursion, etc. Please ensure that the all information is filled out on the envelope. There will be times when a specific permission note is included in the newsletter.
- The Department of Education provides a secure online payment system (through the Westpac bank) called Parent Online Payment (POP) which is available to you through the school website, <http://www.bardwelpki-p.schools.nsw.edu.au> Single or multiple payments may be made on the site and it is an easy method of payment.
- If paying in cash, please place the **CORRECT** money in the provided **sealed envelope, clearly labelled** with the student's name class and purpose and deposit it in the classroom containers through the office window.
- If you have any difficulty in paying for anything that we ask throughout the year, please see Mrs Maclean or Mrs Fulham know so that we can make other appropriate arrangements. (We do receive a small grant from the Department to help out families having financial difficulties.)

OTHER

- Although the staff are often available to talk informally to parents, if you have a specific issue or concern please see the office to arrange a mutually convenient interview time with the appropriate staff member.
- All our students are required to wear a school hat as part of their school uniform. If your child has particularly sensitive skin you may like to apply sunscreen before sending them to school.
- School uniforms are available from Beare & Ley (Lowes) at Rockdale Plaza. The school also has a limited second hand pool of uniforms if required. Children are to wear their sports uniform each **Tuesday** for Term 1 and **Thursday** for Term 2. If your daughter wears tights/bike pants under the school uniform, please make sure these are school colours to blend in with the uniform.
- Scripture lessons will commence on Wednesday this week. Classes available are Uniting Church, Greek Orthodox, Catholic and Ethics. Students who have chosen not to attend Scripture will be supervised by a classroom teacher in Non-Scripture. No formal instruction will be given to those students in Non-Scripture.
- Lost property is kept under the bench in the Office. Please remember to **LABEL EVERYTHING** which your child brings to school. (Please check these items periodically as names fade after frequent washing.) At the end of each term all lost property will be disposed of.

PARENT HELPERS

Throughout the year there will be opportunities to become involved in a variety of programs and preparation of resources. We will advertise for helpers in our Weekly Newsletters so watch this space or the P & C Newsletter.

WORKING WITH CHILDREN POLICY

The Working With Children Policy aims to minimise the risk of harm to children by preventing a 'prohibited person' from gaining or remaining in child related employment in any private and public capacity within NSW. **Parents who volunteer to help in some way with our children, (parent helpers, sausage sizzle volunteers etc.) and who are under direct teacher supervision and view, are within the EXEMPT category and do not need a Working With Children Check (WWCC) number. However, if you are willing to apply for a WWC number you are welcome to do so.**

YEARS 1 AND 2 WET WEATHER

Parents of Year 1 and Year 2 students please be aware that in wet weather situations your child will require a small fold-up umbrella. Large umbrellas can be dangerous on the verandah as the children get their lunches before crossing the playground. Your support in this matter is greatly appreciated.

POLO VEST

The school has introduced a navy polo vest with the school logo. Some of our new Kindergarten parents have already placed an order. We would like to offer again the opportunity to current parents to purchase a polo vest. Please see the order form at the end of this newsletter.

PLEASE REMAIN MINDFUL OF:



- ✓ **PACKING FOODS FREE of NUT & EGGS**
- ✓ **DRIVING & PARKING SAFELY AROUND OUR SCHOOLS**



***Don't forget to return your urgent replies and other replies.
Please see the front of your Newsletter.***

UPDATED STUDENT & PARENT INFORMATION **(only complete if you have changes)**

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Student Name: _____ Class: _____
 Address: _____
 Home Phone: _____
 Mother's Mobile Number: _____ (W): _____
 Father's Mobile Number: _____ (W): _____
 Emergency Contacts: 1. _____
 2. _____
 Mother's Occupation: _____
 Father's Occupation: _____
 Permission to Publish: Yes/ No
 Online Services: Yes/ No
 Student Medical Concerns: eg. (Allergies, Asthma, Anaphylaxis) _____

PERMISSION for SPECIFIC SPORTING ACTIVITIES for 2017

During the course of the coming 2017 school year we will be using various external providers to run programs for our students. We would ask that you sign a permission note for the programs listed below. The cost of the activities are below, however payment will be requested just prior to the commencement of the activity. Please advise us if your child is not able to participate for any reason in any of the programs as they are a part on the regular school curriculum.

My child: _____ Class: _____

I give permission for my child to attend the following programs during the 2017 school year.

- Fundamental Movement Skills Tuesdays (7th February to 4th April \$45)
- Gymnastics Thursdays (27th April to 29th June \$50)
- Footsteps Dance Tuesdays (18th July to 12th September \$35)

I am aware the programs are run within the school confines and that my child is expected to participate each week.

Signed Parent/Guardian: _____ Date: _____

MEET AND GREET EVENING – MONDAY 20TH FEBRUARY

Childs Name: _____ Class: _____

Childs Name: _____ Class: _____

☐

I / We will be attending the Meet and Greet Evening.

☐

I / We will not be able to attend the Meet and Greet Evening.

Parent/Guardian: _____ Date: _____

WALKING CONSENT FORM – 2017

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I give permission for my child _____ in Class _____

I give permission for my child _____ in Class _____

1. To be taken to the park, and/or play on the park equipment and/or walk in the local area under teacher supervision.
2. In the event of accident or illness I hereby give permission to the School Principal or her nominee to seek medical/ambulance attendance on my behalf.
3. I hereby give permission for my child to climb/play on the Playground Equipment.

Parent/Guardian _____

Date _____

✂ _____

CAKE, SAUSAGE SIZZLE & PIE/SAUSAGE ROLL ROSTERS

Please place my name on the roster.

Child's Name: _____ Class: _____

Parent's Name: _____ Contact Number: _____

Please tick ✓ the box/es

CAKES

☐ 26th May

☐ 4th August

☐ 3rd November

SAUSAGE SIZZLES

☐ 24th February

☐ 7th April (Egg-a-thon)

☐ 9th June

☐ 22nd September (Sports Day)

☐ 3rd December

PIE/SAUSAGE ROLL

☐ 31st May

☐ 23rd August

Mrs Maclean will let you know when the roster has been drawn up in case there needs to be any changes.

✂ _____

POLO FLEECE VESTS

If you would like to order a navy blue polo vest with the school logo on it for the cooler weather, please indicate how many and what size you would like to order and when we have enough orders we will contact the supplier (they are not available through Lowes). The cost of the vest is \$25.00. Please return your orders before the end of February.

I would like to order _____ vests in size _____ for my child _____. I understand the cost of the vest is \$25.00.

☐

I enclose \$_____ in payment

☐ I will make payment on delivery

☐

I will make payment via the Online Payment system on the website

BARDWELL PARK INFANTS SCHOOL SCHOOL REQUIREMENTS – 2017

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Harpers Pharmacy

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1) Child's Name: _____

Class: _____

2) Child's Name: _____

Class: _____

Kindergarten

☐ Learning Materials (No GST) \$70.00 \$ _____

☐ School Crested Take Home Carry Bag (includes GST) \$12.00 \$ _____

☐ School Voluntary Contribution (per Child) \$40.00 \$ _____

Year One:

☐ Learning Materials (No GST) \$70.00 \$ _____

☐ School Voluntary Contribution (per Child) \$40.00 \$ _____

Year Two:

☐ Learning Materials (No GST) \$70.00 \$ _____

☐ School Voluntary Contribution (per Child) \$40.00 \$ _____

Total payment made:

\$ _____

☐ I enclose payment now.

☐ I will make payment via POP (Parent online Payment) facility.

Parent/Guardian

Date

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Harpers Pharmacy

6 Clarke Street (opp. Coles) Earlwood. OPEN 7 DAYS



BARDWELL PARK INFANTS SCHOOL ABSENTEE NOTE

Student Name: _____ Year: _____

Date(s) of absence: _____ Reason: _____

Parent/Guardian Sign: _____ Date: _____



BARDWELL PARK INFANTS SCHOOL ABSENTEE NOTE

Student Name: _____ Year: _____

Date(s) of absence: _____ Reason: _____

Parent/Guardian Sign: _____ Date: _____



BARDWELL PARK INFANTS SCHOOL ABSENTEE NOTE

Student Name: _____ Year: _____

Date(s) of absence: _____ Reason: _____

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BARDWELL PARK INFANTS SCHOOL ABSENTEE NOTE

Student Name: _____ Year: _____

Date(s) of absence: _____ Reason: _____

Parent/Guardian Sign: _____ Date: _____

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6 Clarke Street (opp. Coles) Earlwood. OPEN 7 DAYS



BARDWELL PARK INFANTS SCHOOL THE ROLE OF THE P&C

Each year a new P&C executive committee is elected. In the upcoming P&C meeting on the 14th February 2017, this election will take place. Below is more information about each of the roles. If you are considering becoming more involved in your child's education, joining our P&C is the perfect platform to do so. Bardwell Park Infants has a very active P&C Committee who are responsible for coming up with new fundraising ideas and the successful execution of any events held.

THE ROLE OF THE P&C

The P&C's role is not just the creation and provision of a supplementary form of funding for their local school but a place where parents can actively engage and support the education of their children by participating in the decision making process.

The President is responsible for:

- Chairing the P&C Meeting
- Liaising with the Principal where necessary
- When necessary being the face for the P&C at School Functions
- Being signatory on the Association's bank account

The Treasurer is responsible for:

- Liaising with the school office
- Collecting bank statements/bills from office
- Banking cheques (Commonwealth Bank)
- Writing P&C cheques (2 signatures needed)
- Bank reconciliation each month
- Reporting financial position at each P&C Meeting
- Encouraging members to understand the state of the P&C finances
- Ensuring books are kept correctly recording all financial transactions of the P&C Association

The Secretary is responsible for:

- Preparing Agendas in consultation with the President
- Recording the minutes of meetings
- Receiving and tabling all correspondence and answering correspondence as needed
- Distributing minutes to the school admin staff for the newsletter
- Maintaining official records of the P&C Association

The various Fundraising Co-Ordinators chosen are responsible for:

- Ordering materials for Mothers Day& Fathers Day etc
- Co-ordinating events such as chocolate drives, trivia nights, fetes etc
- Directing helpers to assist with P&C activities
- Liaising with the Principal and school office

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