



Parents and Citizens Association Inc
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P&C

Welcome and Information Pack 2016

A word cloud graphic with the following words: engagement, parent, learning, education, child, partner, teacher, school, achieve, community, success.

engagement
parent learning
education
child partner
teacher
school
achieve
community success

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Many hands make light work of the Easter Egg raffle prizes.



Welcome to Caladenia Primary School P&C

On behalf of the parents of Caladenia Primary School, I would like to welcome you and your child/children to our school community.

Our school has a P&C who will never turn away someone willing to help out or be involved with their child/children's education. Please come along to a P&C meeting for a relaxed and informal chat about what's going on in the school.

By joining the P&C you will meet new people, make friends and help our school community.

Thank you for taking the time to learn about the Parents and Citizens Association and we look forward to working with you to continue to build a stronger community here at Caladenia.

Cindy Booth

P&C President 2016

What is a P&C?

It is a forum for parents, guardians and citizens to support and assist the government school system for the benefit of all students.

The P&C body has many functions:

- ❖ Encourage parents to participate in the school's development
- ❖ Develop parent participation and involvement in the school
- ❖ A forum for discussion of issues pertaining to the school and the community
- ❖ Promote and support co-operation and communication of educational matters in the wider community
- ❖ Assist the school with extra amenities for the benefit of all students.

Through the interest of parents like you, the Caladenia Primary P&C has contributed significantly to the school since it opened in 2007. Contributions range from Smart boards in all classrooms, additional library resources and I pads for all Kindergarten to Year 1 classes.

Volunteer parents form sub-committees and undertake duties in several areas:

- ❖ Family Fun Night
- ❖ School Banking
- ❖ School Book Club
- ❖ Mother's Day and Father's Day Stall's
- ❖ Other various fundraising throughout the year



P&C Structure

The Caladenia Primary P&C consists of the following Executive members and a number of sub-committees.

Executive Members

PRESIDENT: is the vital link between the parent body and the school, developing and nurturing a good working relationship with the school administration. The main role of the President is to chair the P&C meetings and be the public face of the P&C.

VICE PRESIDENT: in the event that the President is absent at General and Executive Committee meetings, the Vice-President chairs. In addition, the Vice-President is ideally placed to act as a liaison person between the P&C and WACSSO, District Council and/or other P&C Associations.

SECRETARY: The main responsibility of the Secretary is to handle all correspondence for the P&C. This includes

- ♦ Minute taking of General and Executive Committee meetings.
- ♦ Maintaining a register of financial and non- financial members
- ♦ Circulating incoming and outgoing correspondence as appropriate
- ♦ Preparing the agenda and circulating committee reports to all members prior to each meeting
- ♦ Retains custody of all documents relevant to the administrative activities of the P&C.

Treasurer: responsible for all monies received and expended on behalf of the P&C, including any Sub-committees such as School banking and Family Fun Night. The Treasurer should be familiar with any bank or trust account maintained by the sub-committees.



Sub-Committees/Representatives:

SCHOOL BANKING: Co-ordinates through parent volunteers the Commonwealth School Banking Programme for students at Caladenia Primary School on a Friday morning in the undercover area of Jacaranda Block. The benefit of having school banking is to provide money literacy for our children and create a behaviour and habit of money-saving, while at the same time directly benefiting the school community via commission received on all deposits and new account openings.

FUNDRAISING: The P&C offers a variety of fundraising opportunities throughout the year including but not limited to the following (which are open to change through-out the year)

- ♦ Mother's Day and Father's Day Stalls
- ♦ Lap-a-thon / Obstacle-a-thon
- ♦ Read-a-thon
- ♦ Easter Raffle
- ♦ Disco
- ♦ Family Fun Night

All the above-mentioned activities are only possible through the generous donation of time from the parent volunteers within our school. Funds from these events and others are invested back into the school either through direct contribution to the school or via projects agreed to by the P&C General and Executive Committee members. We encourage parents to come along to fundraising meetings to see if they can help out in any small way and as a social occasion to sit and have a nice chat.



How to get involved

As you will no doubt have gathered there are many avenues from which to choose from to get involved in your child/children's education, whether it is through donation of your time, to assist in one or more of the above mentioned services or through monetary donation.

We urge you to discover what your area of support is and join us, your P&C, in building a stronger community for both our children and future generations who are fortunate to be able to say they are members of the Caladenia Primary School Community.

MEETINGS: Currently the P&C meets the second Monday of each term in the staff room. Meetings are held in the evenings commencing at 7pm and concluding by around 8:30pm. Our AGM and Election of office bearers is held at the first meeting of each year.

MEMBERSHIP: Our P&C comprises of parents and guardians of children attending our school, staff and other community members over the age of 18 years, who have paid an annual subscription of \$1. This membership fee entitles you to the right of voting on all motions throughout the year when attending meetings. We aim to have as many parents as P&C members to ensure our meetings run with the interests of the entire school community.

VOLUNTEERS EMAIL REGISTER: If you have a particular skill, trade, networking connections or willing to help out when required with time, please register your email address.

We will email out to those on the register when we have an event or function that requires support or resources. It is then up to you as to how you can lend your support to the school. Any assistance that you can provide throughout the year is greatly appreciated and does make a difference.



For more information about the P&C come to one of the meetings, look us up on the website or email the P&C as follows

- ❖ Meetings second Monday of each term
- ❖ www.caladeniaos.wa.edu.au
- ❖ Caladenia_pc@hotmail.com.au

