

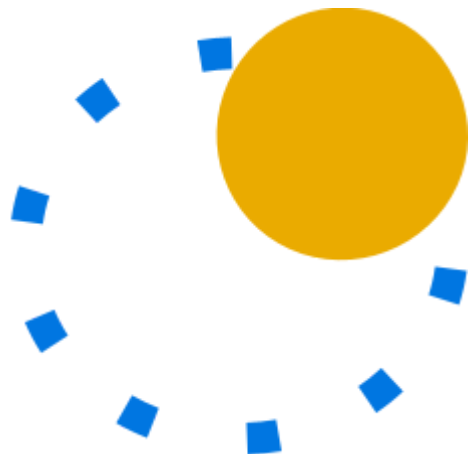


A guide for parents and carers



Contents

Our P&C	3
What we do	4
Our Services	4
Getting Started	5
Uniform	5
Canteen	6
Before and After School Care (BASC)	8
The Fun Stuff	9
Band	9
Events and Fundraising	9
Enrichment Programs and Special Presentations	9
Environmental and Sustainability Projects	10
Kitchen Garden	10
Sun Smart Compliance and Awareness	10
Stay Connected	10
Class Parents	10
P&C News and Information	11
Join Us	11
Join our dynamic school community.	11
Just for you	12
Kindy Parents Cocktails	12
Our Achievements	12
Need to know more	13



Welcome to Manly West

Our P&C

The Manly West P&C is a vital part of the school community and has a proud history of helping make Manly West the Best!

Our members are all volunteers from within the school community.

Our philosophy is to support our school, our students, and our school community.

We aim to bring parents, citizens, students, and the school together to provide quality services and help fund school infrastructure, technology, resources and the general maintenance of equipment.

We are a not-for-profit organisation, and our profits are reinvested back into the school to enable it to provide a good education and environment for our students. We encourage you to join us and make a difference in your child's school experience.

We meet once each school term to discuss a wide range of issues. We run four revenue-based business units, fundraise via various events and manage a range of projects, events, and programs to benefit the needs of the students and the school.

We rely heavily on the support of our school community and volunteers.

Get involved

It's easy to become involved in the P&C by becoming a general member. If you wish, you can also join our executive team and sub-committees, or volunteer for ad hoc events and projects.

Volunteers are vital to the P&C

The P&C needs volunteers every day, particularly in the canteen. The children love seeing friendly faces behind the counter and your support helps us keep our prices down. Volunteer opportunities are advertised in the weekly school newsletter or via the class parent network.

You can also sign up at www.manlywestpandc.org.au/volunteer.

Be an influencer

Our members have full voting rights and help make the decisions about donations to the school and our services and programs. We meet once a term. Our executive team is like a board and carries out functions to support the overall operations of the P&C. Our sub-committee members provide support to all our services, activities, and programs. General members have full voting rights and attend one meeting a term.

Visit us at www.manlywestpandc.org.au/get-involved-1

What we do

We provide support to our school, our students, and our school community through a range of services, events and programs to enhance our students' overall school experience.

We also help build a strong sense of school community by engaging our parent community in various programs and initiatives.

All our profits are used to provide funding to the school for technology, equipment, infrastructure and special projects.

Our Services

We provide a range of services that support Manly West students including:

- Uniform
- Canteen
- Before and after school care (BASC)
- Band program (Years 3-6 only)
- Kitchen garden maintenance

We also provide a range of programs and initiatives to engage our parent community such as:

- Events and fundraising activities
- Environmental and sustainability projects
- Enrichment programs and special presentations
- Sun smart compliance and awareness.

In addition, we have a dedicated Class Parent Coordinator to help keep parents and carers informed of current news and activities via the class parent for each class.

Getting Started

First things first. The P&C can help you and your child prepare for school. You can purchase school uniforms, place lunch orders, and register for quality before and after-school care.

Uniform

The Manly West Uniform Shop stocks our complete range of uniform items and accessories and offers a selection of discounted second-hand items to purchase.

New students starting in 2025 can order uniforms via our online [Shopify](#) store. Orders can be collected from the school office or the uniform shop during opening hours. Parents will be notified via email when their order is ready for collection. Orders placed for current 2024 students can be delivered directly to your child's classroom.

Orders take up to 48 hours to process. Orders placed before 28 October 2024 will be ready for collection from the Uniform Shop on 29 October - Kindergarten Orientation Day 1.

Alternatively, our uniform store is open twice a week. Besides new uniforms, we stock second-hand items that can be purchased at heavily discounted prices. Please visit the uniform shop to pick up a bargain.

Shop Opening Times

Our shop is open during school terms on Monday and Wednesday mornings from 8:45 am to 10:00 am and on the pupil-free days at the start of Terms 1, 2 and 3.

Opening times will be listed in the weekly Manly West Matters newsletter and on the uniform shop door.

What to wear

We have a suggested Kindy starter pack available in various sizes for both boys and girls. You can pick and choose your items depending on your child's needs via the website page listed on page 6.

Summer uniform is worn in Terms 1 and 4
Winter uniform is worn in Terms 2 and 3.

There is a two-week grace period at the start of Term 2 and end of Term 3 for the changing of uniform.

How to order

There are two options for purchasing uniforms:

- The fastest and preferred option is through our online Shopify store (scan the QR code to be taken directly to the uniform Shopify account, <https://manly-west-public-school-uniform-shop.myshopify.com/>):



- The second option is in person at the uniform shop.

See the P&C website for more information.

Payment Options

The uniform shop accepts cash, Visa and Mastercard payments. Our online store accepts Visa and Mastercard payments only.

Volunteering

Volunteers are needed on Monday and Wednesday mornings. Drop by to find out more or sign up at www.manlywestpandc.org.au/volunteer.

If you have any questions feel free to come to the uniform shop or email us at uniform@manlywestpandc.org.au.

Canteen

The canteen is committed to providing fresh, high-quality meals and healthy eating options. It is a member of the Healthy Kids Association and has a healthy school canteen approved menu. It is also a member of the Swap For Good sustainability program.

Canteen Opening Hours

The Manly West Canteen operates five days a week and serves a delicious range of food at recess and at lunch. We also offer Birthday quelches for the class to share.

Our Menu

To see the most current menu please go to Spriggyschools. Lunch is by pre-order only. Additional snack items are also available over the counter at recess and lunch.

Kindy Special Day

Kindy Kids have a special orientation day in the middle of Term 1 to learn how the canteen works. From then on, they are free to order lunch or purchase those tasty snacks at recess and lunch.

How to Order

There are two options for purchasing lunch orders:

- In person at the canteen before school with cash, or
- Via Spriggy Schools – Order before 9 am each day (see link below)

We ask that Kindy children do not order from the canteen until after their orientation day during the first term. The children have a lot to take in during their first few weeks of school so we give them time to settle in before introducing them to the canteen.

Scan the QR code to access www.spriggyschools.com.au to register and download the app.

Add a profile for each of your children, making sure you select MANLY WEST PUBLIC SCHOOL and your child's class.



Orders for lunch are to be placed with the canteen before 9 am.

Volunteering

The canteen is a fun place to be. The kettle is always on, and the conversation runs freely. As an incentive, you'll also receive free snacks, tastings, and canteen vouchers! Volunteers help keep our doors open and keep prices down, so please consider helping out. We need volunteers in the mornings and afternoons every day.

Everyone is welcome! Parents, carers, grandparents, aunts, and uncles are all welcome and the children love seeing you. You can sign up for as little as a shift a year or even choose a weekly or monthly commitment. Shifts are:

- 9.20 am - Midday
- Midday - 2 pm

Drop by the canteen for more information or sign up at <https://signup.com/client/invitation2/secure/338903156039/false#/invitation>

Contact the canteen on 9948 2257 or email canteen@manlywestpandc.org.au.

Before and After School Care (BASC)

Manly West Before and After School Care is an Approved Childcare provider. It's licensed to offer care for 210 children each morning and afternoon. It also offers care on the pupil-free days in Term 2 and Term 3.

Quality and Engaging Care

The MW BASC is highly regarded amongst the school and wider community. We offer high-quality, not-for-profit before and after-school care to the families of Manly West.

Children participate in various activities including crafts, sports, cooking, drama, games and much more. The centre also offers incursions where specialist providers provide diverse and inspiring activities for children to participate in. Special theme days are run throughout the year including picnics, parties, and appearances by special guests to celebrate various occasions. Parents are notified of these special occasions in advance.

Hours & Fees


Before School Care	7 am - 9 am	\$15
After School Care	3.20 pm - 6.30 pm	\$24

Child Care Subsidy is available to eligible children.

Enrolments and Waitlists

All Manly West families are eligible to enrol at BASC. Please be aware that there are waiting lists for BASC places across all year groups from Kindergarten through to Year 6. Should you require care please notify the BASC administration as soon as possible.

While we offer places to all families, registering your child doesn't guarantee an immediate place.

<p>Scan the QR code to go to https://manlywestbasc.hubworks.com.au/ and click Enrol.</p> <ul style="list-style-type: none">• Enter your Child's Details• Enter Parent 1 Details Parent 1 is the parent registered to claim the Child Care Subsidy. Bank account details are not required in this section.• Enter Parent 2 Details if applicable• Enter Emergency Contacts & Authorisations• Enter Health & Medical Information• Immunisations- not required• iPay Request - Enter your preferred Payment Method for direct debit• CLICK SUBMIT	
---	--

Note - we are legally required to prioritise some children under federal legislation. Contact BASC on 9948 8113 or email admin@mwbasc.com.au.

Visit us at www.manlywestpandc.org.au/basc

The Fun Stuff

Band

The multi-award-winning Manly West Band program is a big part of the school and is available to all students from Year 3 onwards. There are four wind/brass ensembles; the training band, intermediate band, concert band, and performance band. Students in K-2 will be entertained by the bands at assemblies and special events throughout the year.

Events and Fundraising

Our events and fundraising teams provide a range of key social and fundraising events and initiatives each year to help build the sense of school community and raise much-needed funds for the school. Regular events include the Easter morning tea, Mothers' / Fathers' and Carers' Day stalls and other fun parent and student events.

Enrichment Programs and Special Presentations

Our team coordinates enrichment programs for students and their families. Some are regular like our Interrelate presentations and our Cybersafety talks. Others include workshops with leading artists and authors, and entrepreneurial workshops for our budding enthusiasts – it depends on the interests of our committee members at the time.

Environmental and Sustainability Projects

The Environment Committee is passionate about supporting our children and school in clean and green initiatives supported by P&C the School, and the Student Representative Council (SRC). Initiatives include:

- Recycling containers through ReCollect
- Green news in school newsletters e.g. tips on recycling,
- Collaborating with P&C events to support sustainable events e.g. Mother's Day stalls and Father's Day BBQs
- Collaborating with canteens to support initiatives e.g children can use reusable cups for slushies

Some easy ways to support sustainability at our school include:

- Waste Free Wednesday -support children to bring a zero-waste lunch and the red bins 'go on holiday' on Wednesdays (tips on our website)
- Labelling clothes so uniform items can be returned to their owners. Important for Little Kindies who are learning so much in their first year!

- Sign up to recollect: raise money for the school and have your recyclable containers picked up from your doorstep, a win for the environment and our school!

Please reach out to the committee if you are interested in how our children can be supported at school. If you have a passion for green initiatives the Committee would love to have you join our team.

Read more about environmental initiatives on the P&C website.

Kitchen Garden

The Kitchen Garden program is a wonderful place where our garden grows and so do our students. Volunteers help maintain the garden. The garden supports a range of curriculum areas across several key learning areas. It is often referred to as our 'outdoor classroom'. Throughout the year students will have an opportunity to use this outdoor classroom. The Kitchen Garden program provides opportunities for students to plant, harvest, prepare and share food grown.

Parents and community members are invited to assist with the maintenance of our garden. Duties are simple and training is provided. Visit www.manlywestpandc.org.au/volunteer.

Sun Smart Compliance and Awareness

The Sun Safety representative works with the school to update our sun safety policy to ensure that the school and BASC continuously comply with the requirements to remain a 'Sun Safe School'.

Stay Connected

We will continue to inform you of our services and activities through these various communication channels.

Class Parents

Class Parents act as a vital liaison between the classroom teacher and the parents and carers of students.

Class parents also pass on important information to the class from the P&C. Being a class parent is a brilliant way to get to know people, including your child's class teacher, and to be informed on what's going on at school.

Please consider becoming a class parent. More information will be available during Term 1 parent information sessions.

P&C News and Information

Our key communication tools are in our section of the weekly school newsletter, emails, and the Hill Street electronic notice board.

The school newsletter is sent to you via email or can be accessed via the school's website www.manlywest-p.schools.nsw.gov.au

When special events or activities happen the P&C may also send an email via the school network or through your class parent. Sometimes, we will directly email you from one of our teams such as BASC.

Our website www.manlywestpandc.org.au, is the place to go for volunteer opportunities, meeting details, and information about our services, programs, events, and how to join our teams.

Join Us

Join our dynamic school community

To make all these things possible, we rely heavily on the support of our school community and volunteers.

Make a difference to your child's school experience. No experience is necessary, just a willingness to get involved, and support our children during their time at Manly West.

The P&C is the voice that represents our school community.

The P&C helps the school choose, develop, and implement projects as required. With your help, we can continue providing quality services to support our school, our students, and our school community.

There are many ways you can be part of this dynamic and fun community, from classroom activities and programs to the P&C – there's plenty to make you and your family feel welcome.

Our members have full voting rights and help make the decisions about our services and programs. Membership costs just \$1.

You can join as a general member, join the Executive, or join subcommittees. Nominations for positions are open until the week before the Annual General Meeting which is normally held late in Term 1 each year. Visit www.manlywestpandc.org.au/join-our-team.

Just for you

Kindy Parents Cocktails

Please join us at the Kindy Parents Cocktails function exclusive to parents of kindergarten students. This event is a fabulous way to get to know other parents in your child's class and year group and will be held in the middle of Term 1, 2025. More information will be provided at the start of the year.

Our Achievements

Achievements

The P&C is proud of our initiatives and the partnerships we have fostered to achieve them.

Recent achievements include:

- Partnering with the school and providing funding for new technology, the large Covered Outdoor Learning Area (COLA), the BASC Amphitheatre, upgrading the school's oval, upgrading the toilets and the installation of new playground equipment.
- Managing the Before and After School Care expansion program by purchasing two new BASC buildings to help meet increased demand.
- Upgrading canteen and uniform shop technology to help streamline the online ordering systems.
- Implementing new sustainable waste management systems for our events.

- Providing new sporting equipment through the Earn and Learn program.
- Provided environmental programs to support the school's war on waste initiative.
- Holding special events such as the Manly West Centenary Gala Dinner and other social and fundraising events.
- Running Interrelate and other enrichment programs for parents and students.

Need to know more

Find out more

We are here to help.

Should you require any further information please contact us via our website.
www.manlywestpandc.org.au/contact-1



Contact Us

Manly West Parents and Citizens' Association
Griffiths Street
Balgowlah NSW 2093
www.manlywestpandc.org.au
02 9948 2257

Proudly Supporting our School

The MW P&C is a not-for-profit organisation and all monies raised go directly back to our school.

