

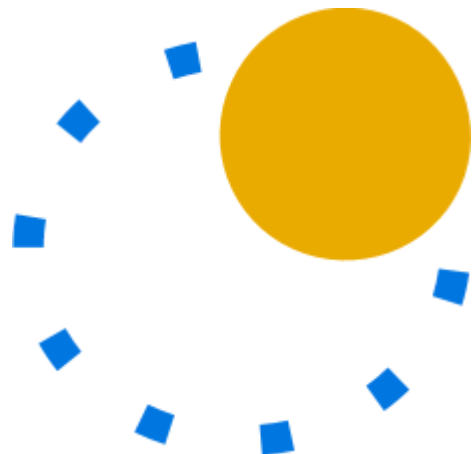


A guide for parents and carers



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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.

Our aim is to bring parents, citizens, students, and the school together to provide quality services and to help fund school infrastructure, technology, resources and 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 the student. We encourage you to join us and make a difference to 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 is like a board and carries out functions to support the overall operations of the P&C. Our sub-committees 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 a range of 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 also 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 buy your 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 second-hand items to purchase.

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

Orders take up to 48 hours to process. Orders placed before 30 October 2023 will be ready for collection from the uniform shop on 31 October - Kindergarten Orientation Day 1.

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.

What to wear

A complete list of uniform options is available via Shopify (QR code below) or on our website <https://www.manlywestpandc.org.au/uniform>.

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

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 Terms 2 and 4 for the changeover 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 will accept Cash, Visa and Mastercard payments. Our online store accepts Visa and Mastercard payments only.

Shop Opening Times

Our shop is open during school terms on Monday and Wednesday mornings from 8:45am – 10:00am 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.

Volunteering

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

Have any questions feel free to come in the uniform shop or send an email to uniform@manlywestpandc.org.au.

Canteen

The canteen is committed to providing fresh, high quality meals and healthy eating options and is a member of the Healthy Kids Association and has a Healthy School Canteen approved menu. It is 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 before school, at recess and at lunch.

Our Menu

Our recess and lunch menu items are listed on the P&C website www.manlywestpandc.org.au/canteen

How to Order

There are two options for purchasing lunch orders:

- In person at the canteen before school, or
- Via Spriggy Schools – Order before 9am each day.

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.

You can set up an order for a particular day or set up a recurring order for your child so they never miss out on their favourite items.



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

Kindy Special Day

Kindy Kids have a special orientation day in the middle of Term 1 to learn how the canteen works and from then they are free to order those tasty treats at recess and lunch.

Volunteering

The canteen really is the place to be. The kettle is always on, and the conversation runs freely. You'll also receive free snacks, tastings and canteen vouchers as an incentive! Volunteers help keep our doors open and keep our prices down and introduce more "green" strategies so please consider helping out. We need volunteers in both the mornings and afternoons every day.

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

- 9.20am - midday
- midday - 2pm

Drop by the canteen for more information or sign up at www.manlywestpandc.org.au/volunteer.

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 is currently licensed to offer care for 210 children each morning and afternoon. We also offer 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 a range of activities including craft, sport, cooking, drama, games and much more. The Centre also offers incursions where specialist providers provide diverse and inspiring activities in which children can participate. 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.

Whilst we do try to offer places to all families - registering your child does not 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	
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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 to raise much needed funds for the school.

Regular events include the Easter Morning Tea, Mothers' and Carers' Day stall and fun parent and student events such as trivia nights for parents and discos for the students.

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 really depends on the interests of our committee members at the time.

Environmental and Sustainability Projects

Our committee researches and investigates ways the school can reduce waste and be more energy efficient. One initiative supported by the P&C, the School, Student Representative Council (SRC) and the student Waste Warriors is Waste-free Wednesdays. Students are asked to bring a zero-waste lunch and the red bins 'go on holiday'. Read more about this initiative on the P&C website.

Kitchen Garden

The Kitchen Garden program is a 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, and it is often referred to as our 'outdoor classroom'. All students from Kindergarten to Year 6 will have an opportunity to use this outdoor classroom throughout the year. The Kitchen Garden program provides an opportunity 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 continues to comply with the requirements to remain a 'sun safe school'.

Stay Connected

We will keep you informed of our services and activities through a range of communication channels.

Class Parents

Class Parents act as the 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 know 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 are happening the P&C may also send an email via the school network or through your class parent. Sometimes, we may email you directly 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 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 to provide quality services that 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, join subcommittees. Nominations for positions are open until the week before the Annual General Meeting that 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, 2024. 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 the technology in the canteen and uniform shop to help streamline the 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 last year's 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.

