

# Darlington Primary School



## Darlington Parents & Citizens (P&C)

### Information Pack:

How to make the transition into the DPS community

Published by the P&C 2017

Find us on Facebook: Darlington Primary School P&C

## **WHAT DOES THE P&C DO?**

The P&C (Parents and Citizens) Association is a group of parents and teachers with an interest in the School: its promotion and its students. We meet twice a term in the staff room, with one evening meeting and one day time meeting. The P&C President leads the meeting and we generally discuss building and other works happening at school, fundraising initiatives, school social events for both parents and children and the running of our canteen and uniform shops. We aim to assist the School in its delivery of a rich learning environment.

It is also worth noting what we don't do. The P&C does not set School policy, or take part in School governance (the School Council performs this function). However, we have a keen interest in these issues and often discuss them and we have a P&C representative on the School Council.

Our meeting dates are set out in the School calendar and all parents are welcome to attend. Coming to P&C meetings is an easy way to get to know the issues of interest in the school community, and to meet a wide range of parents. New attendees are not required to vote or give speeches – there'll be no pressure to do anything nerve-wracking and meetings are quite informal so feel free to just turn up. We would very much appreciate your perspective if you feel able to comment during the discussions.

## **HOW CAN I GET INVOLVED?**

We welcome any contribution you can make to the P&C, and of course your kids will be so proud that you're involved. The simplest way to get started is to contact a P&C member, or come to a meeting (twice a term – check your school calendar or newsletter for dates) in the Staff Room. We also have a P&C Facebook group that you are welcome to join: Darlington Primary School P&C. It is also a good place to ask any questions you may have (remember someone else probably wants to know the same thing). This is a closed Facebook group and you may be asked some questions to verify you are part of our school community.

If you are unable to come to meetings, by checking your fortnightly newsletter, you will be able to follow P&C activities and get involved in the one that interests you. In 2017 for example, the P&C coordinated a sundowner, a movie night, a fun run, mother's and father's day stalls, Easter bonnet and book week parades, NAIDOC week celebrations and workshops, a seniors day, thank a teacher morning tea, Scholastic book club, school banking and other general fundraising events. There are lots of small jobs that need doing in relation to these events – sign writing, writing articles for the newsletter, setting up on the day, serving food and money handling – and we would love to hear from you if you are able to assist in any way.

The P&C also runs our school canteen and this can't be done without help from volunteers. There is never any expectation that you will do any more than you feel able to do. We understand that bringing up kids is your main "voluntary" role. That said, most P&C members work outside the home as well as in it, and have to juggle their time.

**Some P&C members you might know are:**

- Rowena MacKinnon – President ([darlingtonprimarypnc@gmail.com](mailto:darlingtonprimarypnc@gmail.com))
- Fiona Gordon – Vice President ([fionag73@tpg.com.au](mailto:fionag73@tpg.com.au))
- Mel Turner – Secretary ([darlingtonps.secretary@gmail.com](mailto:darlingtonps.secretary@gmail.com))
- Rachel Relf – Treasurer ([darlingtonps.treasurer@gmail.com](mailto:darlingtonps.treasurer@gmail.com))
- Feel free to contact any of the P&C officers if you have any queries.

**CLASS REPRESENTATIVES**

The P&C calls for volunteers for the position of class representative at the beginning of each year. The 'class rep' job is to act as a distributor of information from the P&C to each class and from each parent in the class. For example, the Class Rep distributes contact details for each class (collated by the P&C) and is the contact point for parents regarding P&C events. The children you will meet in kindy, and their families, will be part of your lives for the next eight years and possibly more! The class contact list is a great way of getting to know them, and arranging play-dates and parties. The Class Reps also help coordinate morning tea on the day of your class assembly, this is really easy and if you don't have time on the day there's always plenty of other parents to help.

We will be requesting Class Reps via the newsletter and Facebook early in the year, so please follow the directions in the newsletter if you are able to help.

**IMPORTANT DATES FOR TERM 1, 2018**

- 31<sup>st</sup> January 2018 – first day of new school year for students
- 12<sup>th</sup> February 2018 @7pm and 20<sup>th</sup> March 2018 @9.15am P&C meeting held in the staff room (check newsletter to confirm in case of change to date)
- Check your Calendar and Term Planners for further dates.

During the holidays, important reminders like cut-off dates for ordering stationery, uniform shop opening times, label ordering and other information will be updated on the P&C's Facebook page. During school term time, please check your newsletter which is emailed to you \* TUESDAY FORTNIGHTLY for further updates. Important dates are published on the front page.

It is also a good idea to sign up to Darlington Primary School via the free **Skoolbag** app (iTunes or Google play store). You can check newsletters here and receive alerts and messages regarding important dates, updates and event information. Please see the information towards the back of this booklet for details about how to get the app.

### **UNIFORM SHOP**

The P&C operates the School uniform shop. It is open every Friday during School term between 8.30am and 9.00am, and is located in the old school building which is the wooden building near the corner of Glen Rd and Amherst Ave. Our Uniform Shop is run by P&C volunteers. They will assist you with sizing and ordering, and they have a great selection of good quality second-hand uniforms available for a gold coin donation. You can pay in cash or by cheque at the uniform shop, or you can use the FlexiSchools website to order and pay for your uniforms. Once you have created a Flexischools account online, you can use it for ordering from the Uniform Shop, the Canteen and to buy tickets to special school events and pay for school excursions. The credit you put on it will remain indefinitely for you to use over the course of your family's involvement at DPS.

Please see the information towards the back of this booklet for details about how to register for Flexischools.

\*\*\*\* Please note that at the time of printing the P&C is considering some different uniform ordering options and everyone will be kept up to date through the Newsletter and the P&C Facebook page.

### **CANTEEN**

The P&C operates the School canteen. Our canteen manager, Ros Tooth, opens the canteen on Mondays, Wednesdays and Fridays and offers low-cost healthy food to all classes. Please note the cut-off time for canteen orders is 9am through Flexischools online ordering. The canteen is at the eastern end of the undercover area and is accessible through the undercover area.

The canteen manager utilises volunteer parents to help prepare and serve food. Two parents are usually on the volunteer parent roster each canteen day and are entitled to up to \$5 per person to provide lunch for their children and themselves (to a max of \$20). Your class representative will be in touch at the beginning of the year to request your availability to volunteer during the year. Even volunteering once or twice a year is a big help and ensures the canteen can keep running. You can also contact Ros on 9299 6888 or email [ros.tooth@education.wa.edu.au](mailto:ros.tooth@education.wa.edu.au) to confirm your availability to volunteer.

The canteen has been using an online ordering facility through Flexischools for several years now which is used for the majority of canteen orders.

Some benefits for you at home:

- You can order on the day, 2 weeks in advance or place a recurring order for the whole term.
- Easy access to cancel an order when your child is absent from school
- No cash required – you can use your credit card or bank transfer safely.
- Money remains in your Flexischool account and depletes as you order.
- No loss of money from lunch bags or leaving lunch order bags on the kitchen bench!
- Excellent customer support through Flexischools for all your queries.

The canteen is a friendly, busy workplace and you will meet lots of students, teachers and several parents and get to know the School from another perspective. Plus, your children will be very proud to have you at School and can come and see you during their recess and lunch breaks if they are up at the “big school”.

Students from the Early Learning Centre (Kindy and Pre Primary) have access to a slightly restricted canteen menu due to the difficulty in delivering hot food or frozen food at certain times of the day.

The canteen is operated under the Department of Education and Training (DET) Policy on Health Food and Drinks, Traffic Light System as follows:

G = **Green** (fill the menu)

A = **Amber** (select carefully)

R = **Red** (off the menu)

All foods offered in our canteen are low in salt, low in sugar, low in fat and are products that are approved by the West Australian Canteen Association (WASCA) and comply with Government Legislation.

The canteen is classed as an A-1 canteen which means that food can be prepared and cooked from raw ingredients on the premises. The menu can be viewed on Flexischools or the school website <http://www.darlingtonps.wa.edu.au/canteen.html>

The menu is varied from term to term to cater for different seasons.

## **SCHOOL BANKING**

The P&C operates the Commonwealth School Banking initiative, every Friday before school in the Library. By supporting this service you will be supporting your school (the P&C receives \$5 for every account opened and a 5% commission on deposits made through the school) plus teaching your child good saving habits for the future. The CBA also offers a token/reward system for consistent banking practices.

School Banking accounts can be opened at any Commonwealth Bank and online at [https://www.commbank.com.au/personal/kids/school-banking.html?ei=gsa\\_generic\\_school-banking](https://www.commbank.com.au/personal/kids/school-banking.html?ei=gsa_generic_school-banking) . Just go into any branch and ask to open a Youthsaver account for school banking. Take in identification for you and your child (such as driver's license and birth certificate) and you will receive your Dollarmites wallet on the spot. If you are a Commonwealth Bank customer with Netbank you have the option to open the account on line as well. Make sure you bring your child's account number with you the first day to come to school banking.

## **OTHER USEFUL INFORMATION**

**Marking of Pens and Pencils:** At the beginning of the school year, each student is provided with a stationery list outlining the items required for that year's learning. For Kindergarten and Preprimary classes these should not be labelled – they all go into general classroom supplies and are allocated by the teachers during the year. For Grades 1-6, each item needs to be labelled with the student's name.

**Labels:** The P&C benefits from a fundraising arrangement with My Name Labels. They are competitively priced and 15% of the cost of your order will be donated back to us. They have quality stick on and iron labels. Order online at [www.mynamelabel.com.au](http://www.mynamelabel.com.au) using our school's fundraising code (3d67852f).

**Bushfire Awareness:** The School's undercover area doubles as a Fire Safe Haven and has been designed to protect all students and staff during a bushfire. Much thought and preparation has gone into the bushfire plan and the children practice their evacuation and fire safety drills during the year. **In the event of a fire please do NOT attempt to collect your children**

**School Website:** The school website is a useful place to find all sorts of information about booklists, excursions etc. <http://www.darlingtonps.wa.edu.au/index.html>

**Assemblies:** Each class from Kindy to Year 6 has the opportunity to host and perform at an assembly through the school year. These assemblies are held every second Friday morning in the undercover area starting from 8.50am and usually ending at about 10am. All parents are welcome to attend. There is usually a social morning tea held for the performing students and their parents and teachers afterwards.

The National Anthem is sung and the kids know ALL the words! Here they are:

### **ADVANCE AUSTRALIA FAIR**

Australians all let us rejoice  
For we are young and free  
We've golden soil and wealth for toil  
Our home is girt by sea  
Our land abounds in nature's gifts  
Of beauty rich and rare  
In history's page let every stage  
Advance Australia fair  
In joyful strains then let us sing  
Advance Australia fair

Beneath our radiant southern cross  
We'll toil with hearts and hands  
To make this Commonwealth of ours  
Renowned of all the lands  
For those who've come across the sea  
We've boundless plains to share  
With courage let us all combine  
To Advance Australia fair  
In joyful strains then let us sing  
Advance Australia fair.

**Pickup and Drop Off Locations:** Depending on the year level of your child you may need to drop them off and pick them up in person (more information is provided on a class by class basis) but once they are able to meet you outside the school grounds there are a few locations you can pick up your children. One of these is 'The Loop' located on Amherst Avenue. It is important to note The Loop instructions below:

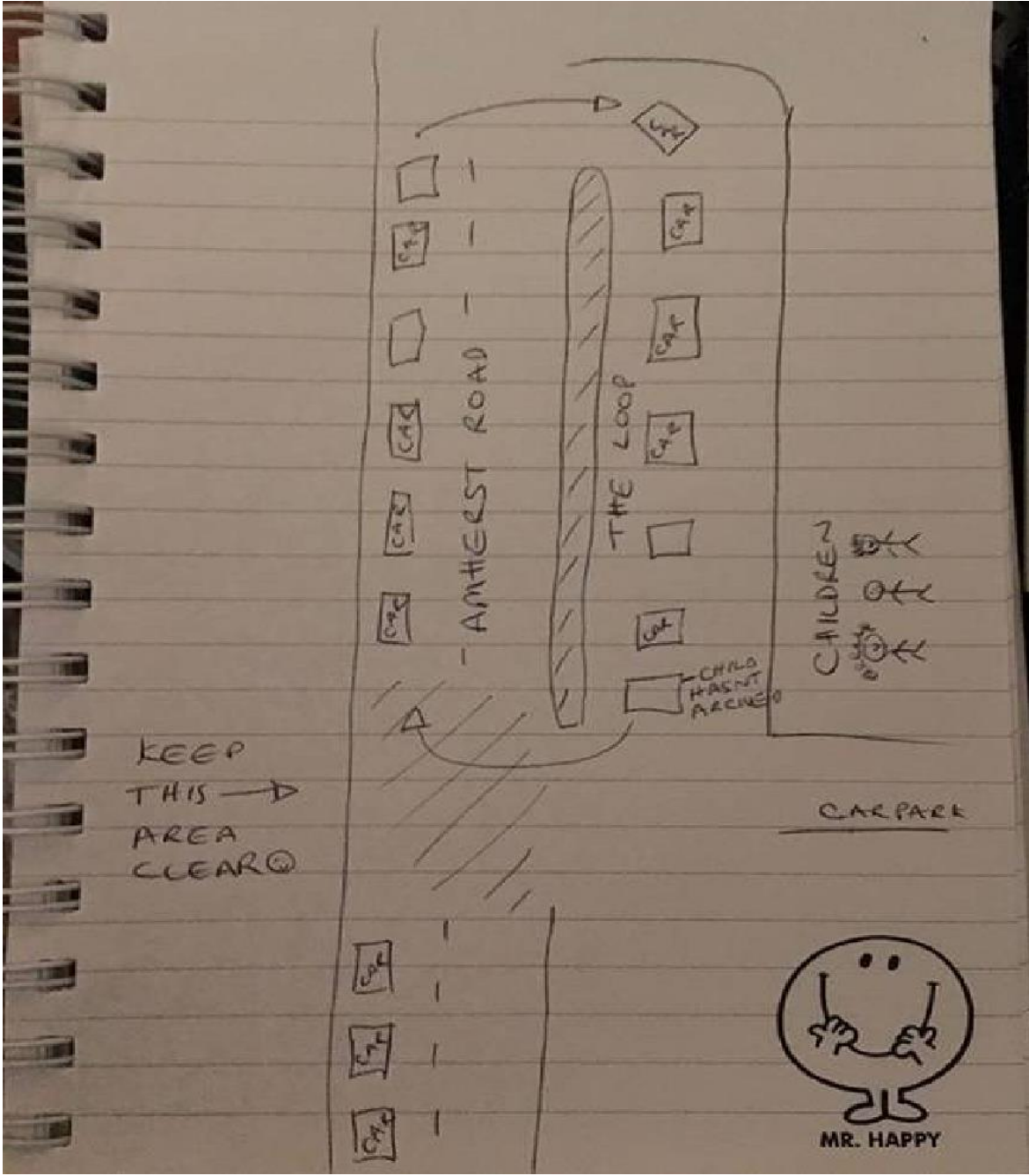
When using the loop pick up area on Amherst Ave, or driving through to the Early Learning Centre (ELC) Car Park, [keep the road clear in front of the exit from the loop and the reception car park](#). This allows people who haven't collected their children to have another go around the loop and cars/after school care buses to exit the car park.

There is a **1 minute stopping time** in the loop to keep traffic moving, if you are at the front of the loop and your children aren't there please be considerate, turn right and do another loop around. Use your indicators to let other parents know you need to do another loop. If you are driving to the ELC car park please do not try to skip the queue by overtaking the traffic waiting to go into the loop, cars turning into the loop may not be expecting you to be there and will turn in front of you causing an accident.

**Let anyone else who may be picking up your children from the loop know about leaving the gap to keep traffic moving.**



Here's a rough diagram of how the traffic flow should work,





# Order Your Lunch The Fun & Easy Way!

## Our school canteen uses Online Ordering



- Replaces paper bag orders
- Pre-paid online. No cash required
- Faster and more accurate
- Order in the morning or a week in advance

A parent or guardian will need to register on the website to order from the online menu. Instructions below ..

### Registration is easy and free!

Using any PC, go to [www.flexischools.com.au](http://www.flexischools.com.au)

1) Click **Register Now!** and enter your email

2) You are emailed a link to the online form.

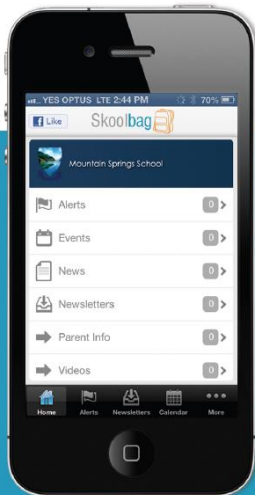
Choose your own username and password  
and enter your contact details

4) For each child, click "Add a student" and  
follow the prompts to place an order

You will be required to top-up your pre-paid account. VISA or  
Mastercard preferred. Standard order fee is 20c per order.

If you need help, please contact [flexischools.com.au](http://www.flexischools.com.au)

**Call 1300 361 769**



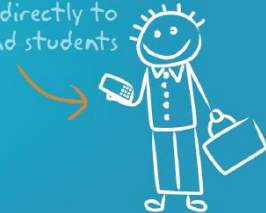
# Skoolbag

Smartphone school to parent communication

Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- > School, free push notification alerts
- > School events
- > School newsletters
- > School documents
- > School RSS feeds
- > School social media (Facebook, Twitter)

*Skoolbag delivers school notices directly to parents and students*



## How To Install Skoolbag On Your Smartphone

### iPhone & iPad Users

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



### Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Don't forget to like us on Facebook! 

Find out more at [www.skoolbag.com.au](http://www.skoolbag.com.au)

*Skoolbag delivers school notices directly to parents and students*

