



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc.
General Meeting
30 Oct 2023 at 6:30pm – School Library

Link included for those unable to attend in person [Click here to join the meeting](#)

MEETING MINUTES

1. Attendance

Anyone who wishes to vote and hasn't already, needs to be a financial member. Please complete the form and pay \$1, this can be done on the evening of the meeting.

Michelle Beh, Rachel McMahon, Laura O'Hara, Rachna, Lauren Britton, Paula McBain, Keera Allum, Nicole Connell, Pippa Farrelly, Andrew North, Nadia Bowey, Josh Mackie, Jen Leckey, Chris Harvey, Stefanie Kirk-Burnnand and Chelsea O'Riodan

2. Apologies

3. General Welcome – President's Report

Motion: To approve meeting minutes from the last meeting (on 04 Sep 2023)

Seconded: Andrew North

Approved: All in attendance except those abstaining

Against: None

Abstaining: Rachel McMahon

4. Treasurer Report

To provide a general update on the distribution of approved P&C funds and how they are being spent.

Motion: To approve Treasurers Report

Seconded: Andrew North

Approved: All in attendance

Against: None

Abstaining: None

Motion: Purchase six trestle tables – approx. \$60 each

Seconded: Nadia Bowey

Approved: All in attendance

Against: None

Abstaining: None

Motion: Changes to the Engagement Document

Seconded: Nadia Bowey

Approved: All in attendance

Against: None

Abstaining: None

5. Principals Welcome and Report

Motion: To approve the principals report

Seconded: Nadia Bowey

Approved: All in attendance

Against: None

Abstaining: None

CCTV cameras will be installed as a deterrent to antisocial behavior, the cameras will be run 24/7. Approx. 25% of schools have CCTV. Only two people can access the footage, the only time it will be accessed is if the Police request access with the appropriate court order in place. The footage will be automatically erased every thirty days. Pointed away from children, focusing on areas of vandalism. Signage will also be installed.

Additionally a security light will be installed in the Kindy area as a further deterrent to antisocial behavior where Vandalism and graffiti.

A new sound system has been installed in the undercover area.

Air conditioning – urgent install happening this year.

Suggested future work (quotes to be provided before 2024 Budget meeting) –

1. Maintaining basketball and netball courts. Faults have been reported.
2. Install shade over early childhood playground
3. Signage around the school – RAP focused
4. Purchase production staging for the undercover area for carols, performances etc.

Payment / charges:

- 75% of P&C Voluntary Contributions paid 2023 – compared to 2022, 80% was previously paid, overall reduction of 5%
- Beach swimming and STEMsmart - \$17,000 short from unpaid fees

School Development Days 2024 – 3 days per year. Recommendation from them not to be on a Monday. Looking at all options.

School board approved the contribution and charges for 2024.

- P&C Voluntary Contributions to remain the same

6. General Business / Fundraising Discussion

- Class Reps – Lauren to discuss class reps for 2024. No feedback from the current Class Reps. The role can seem slightly daunting, possibly because it is integrated with the Engagement document. Compulsory WhatsApp groups are working well. Capturing new families that join the school after term one, new process to opt in – working well, most families accept and find it quite useful.
- Wooden Benches – Rotatory of Karrinyup donated \$500 towards nature play, OSH donations will also go towards nature play, ongoing contribution. Log type benches.
- Dad's Campout Date – Saturday, 18 November. Try booking link distributed. Events on the day include reptile display, drone show just after dark, sports activity such as basketball, dodgeball human skittles plus a movie. Registration Price remains the same. All catered. \$35 one parent and one child, an additional \$10 per child. BBQ for dinner and breakfast. Parent volunteers required. Basketball, dodge ball and human skittles. Water slide if it is hot.
- School 60th birthday celebration. Band, face painting, Open day, welcome back alumni. Set a date for 2024.

- Christmas Carols – Friday, 8 December. Approve funds of up to \$1,000 for activities such as an ice-cream van, face painter, fairy floss etc.

Motion: To approve funds at the Christmas Carols event of up to \$1,000 for P&C funded activities

Seconded: Pippa Farrelly

Approved: All in attendance

Against: None

Abstaining: None

- Food business category to be amended. We have applied not to be a canteen anymore. We no longer run a canteen, no further inspections by the City of Stirling. We can still use the canteen.
- Engagement Document – review document for 2024. Slight read-working, more user friendly. When taking on the class representative role, they are taking on the responsibility to rally each year levels fundraiser. Suggestion for fundraising money to go towards more visible items to keep participants engaged in fundraising events and donating
- Meet and Greet – Friday, 9 February 2024

7. **Next Meeting**

Term 1, 2024, Week 4 – 19 February 2024

8. **Closure** – 8:30pm

Treasurers Report
30th October 2023

We have \$7310.77 in the bank and \$82,558.50 in the online saver.

This is a total of \$89,869.27 in the bank.

We have \$89,405 in either the budget items still to pay out or running costs and contingency. With a \$400.00 difference we couldn't be running anymore perfectly 😊

Uniform shop is in profit \$5731.62, an excellent effort with over \$33,000 turnover so far. We will have a small amount to write off at the end of the year, but it will still be a large profit overall. Well done Michelle.

Recently we have paid out the P and C contributions as well as the EL cubby and car. We have money aside for air conditioning, benches and sports equipment. Both Air conditioning and benches are in the works.

Latest fundraising efforts Athletics raised \$2,253.31, Disco raised \$2,119.36. EL cake stall \$870.60. Referendum sausage sizzle made \$907.85 and cake stall \$1702.37.

We received a donation from Elizabeth Re for \$100 and finally got our \$300 from Grill'd from February.

So after a battle, we have finally been changed to the correct entity type for our P and C. This now registers us to use the square reader without any further issues.

We have also successfully applied to be a charity. The P and C already had deductible gift recipient status, but we were notified that if we were not a charity, then it would be deleted.

The DGR status means that we are able to take tax deductible donations for certain things. Nicole and I will be working out the details, unfortunately it will not be for day to day donations as the amounts need to be put aside separately and used for only certain things. But we will put a plan in place so we can get the best benefit.

We will also need to introduce a conflict of interest policy.

We are also looking at the perks of being a charity. So I have secured a free pro Canva account that we can add up to 50 people to work on. Once used properly it will be good storage for all our advertising and for future years can easily find everything on one spot. Also will also be able to apply for a discounted MYOB price which I will be arranging soon.

On the agenda is trestle tables. I would like to motion a request for up to \$600 for 6 trestle tables. They are the most asked for item at a fundraiser. It makes sense to have our own, rather than dragging school desks about. They are also lighter which makes for better safety for our volunteers.

Profit and loss report

Accrual mode

01 Jan 2023 - 29 Oct 2023

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1001 Canteen Cash Sales	1,426.90
4-1005 Canteen Quickcliq Sales	5,829.85
4-1010 Locavora	541.00
Total Canteen Income	7,797.75
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	1,118.00
4-2005 Uniform Quickcliq Sales	16,468.00
4-2010 Uniform Square Sales	16,120.00
Total Uniform Shop Income	33,706.00
4-3000 Fundraising Income	
4-3001 Dance / Disco	2,119.36
4-3003 Quiz Night	10,063.10
4-3005 Cake / Coffee Stall	870.60
4-3010 Recycle Cans and Bottles	849.00
4-3015 Special Canteen Days	3,088.23
4-3016 Entertainment Books	163.00
4-3017 Athletics Carnival Fundraising	2,253.31
4-3019 Election Sausage Sizzle	907.85
4-3020 Election Cake Stall	1,702.37
4-3027 Colour Run	8,864.69
4-3034 Easter Activities	2,561.72
Total Fundraising Income	33,443.23
4-4000 Other Income	
4-4002 Membership Fees	24.00
4-4005 Interest Received	733.91
4-4090 Government Grants	2,500.00
4-4103 Donations Received	400.00
4-4104 Graduation	840.00
Total Other Income	4,497.91
Total Income	79,444.89
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	26,940.20
Total Cost Of Sales	26,940.20
Gross Profit	52,504.69
6-0000 Expenses	
6-1000 Canteen Expenses	
6-1100 Canteen Staff	2,611.47
6-1109 Canteen Superannuation Paid	251.50

	Total
6-1120 Canteen Purchases Stock	3,983.12
6-1212 Canteen General Expenses	44.00
6-1213 Canteen Insurance	-63.00
6-1215 Canteen Licences & Fees	199.00
Total Canteen Expenses	7,026.09
6-2000 Uniform Shop Expenses	
6-2004 Uniform General Expenses	19.25
6-2005 Uniform Shop Insurance	329.00
6-2009 Uniform Stock Adjustment	-4.64
6-2030 Uniform Quickcliq Fee	465.59
6-2031 Uniform Square Fee	224.98
Total Uniform Shop Expenses	1,034.18
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	1,303.00
6-4220 General Expenses	83.62
6-4300 WACSSO	1,117.75
Total General Expenses	2,504.37
6-8000 Regular Budget Items	
6-8102 Graduating Class Shirt/Book	2,142.60
6-8108 Phys Ed Resources	3,000.00
Total Regular Budget Items	5,142.60
6-9000 Other Budget Items	
6-9362 Eskies	598.00
6-9364 Early Learning Cubby	10,573.70
6-9366 Oval Maintenance	5,000.00
6-9368 Ladder	249.00
6-9370 Square Terminal	268.95
Total Other Budget Items	16,689.65
Total Expenses	32,396.89
Operating Profit	20,107.80
8-0000 Other Income	
8-8888 Suspense Income	343.50
Total Other Income	343.50
9-0000 Other Expenses	
9-9999 Suspense Expense	343.50
Total Other Expenses	343.50
Net Profit	20,107.80

Balance sheet report

Accrual mode
 29 Oct 2023

	Total
1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	7,310.77
1-1105 Online Savings Account	82,558.50
1-1108 Debit Card Business Essentials	1.00
1-1139 Canteen Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
Total Cash on Hand	90,020.27
1-5000 Stock-on-Hand	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	18,293.42
Total Stock-on-Hand	18,593.42
Total Assets	108,613.69
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	324.62
Total Creditors	324.62
2-2500 Current Liabilities	
2-2561 PAYG Withholding Payable	-0.53
2-2573 Uniform Stock Adjustment	-2,129.22
Total Current Liabilities	-2,129.75
Total Liabilities	-1,805.13
Net Assets	110,418.82
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	90,311.02
3-9000 Current Surplus (Deficit)	20,107.80
Total Membership Funds	110,418.82



WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE: 30/10/23

AGENDA ITEM: PRINCIPAL'S REPORT – Laura O'Hara

1. Acknowledgement of Country

I respectfully acknowledge the Whadjuk Noongar people as the traditional owners and custodians of this land on which I work and live (Boorloo) and pay my respects to the Elders, past, present and emerging.

2. Response to November 2022 Parent National School Opinion Survey

What improvements to the school facilities, including buildings and grounds, would you suggest.

Each item should have a value of less than \$25 000.00 (eg. outside seating, paint, playground equipment).

Suggestions:

1. Oval - 15 - P&C + school funded
2. Outdoor seating/tables - 9 - P&C funded
3. Toilets - 8
4. Air Conditioning - 8 \$25,000 grant + P&C \$20,213.04 – through Programmed
5. Nature Play - 5 - P&C funded
6. Increased Shade Areas – 5
7. Fence - 4
8. Replace/upgrade signs – 4
9. Early Childhood facilities - 4 P&C Funded
10. CCTV - 3 \$8,988.00 - DoE funding \$5000, school to pay \$3988.00
11. Assembly/undercover area – 3
12. Music room/sound system in undercover area – 2 Paid by school \$14,490

3. Air Conditioning Upgrade

Air Conditioning of the Year 5/6/Science building is expected to be carried out in the January school holidays. The cost breakdown is as follows:

Description of Works: Air conditioning in BER building

TOTAL COST IF UPGRADED TO 9.5kw

Air Conditioning (DCM) -	\$39,450.00 + gst
Power Audit (Techworks) -	\$ 2,040.00 + gst
Gas Heater Removal (AWB) -	\$ 3,296.96 + gst
TOTAL COST -	\$44,786.96 + gst

4. CCTV and Security Light

SECURITY CAMERAS

Crown Security - \$8,988 – Selected contractor, \$5000 paid by DoE, school to pay \$3988.00

T433 SECURITY LIGHTING

Techworks Electrical - \$1,813.09 – paid by DoE



WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

6. Suggested Future P&C Works

- Maintenance of the basketball/netball courts, repainting and filling cracks
- Shade over ECE Playground
- Replace/install signs – a RAP focus
- Assembly/undercover area upgrade

7. 2024 Contributions and Charges

See attached

8 Update on payment of charges

†††

Income Breakdown 2023					
	Requested	Received	Outstanding	Total School Contributions	% Paid
Primary Contributions	\$ 18,810.00	\$ 14,203.50	\$ 4,606.50	\$ 19,303.50	75.51 %
Pre Primary Contributions	\$ 3,000.00	\$ 2,520.00	\$ 480.00		84.00 %
Kindy Contributions	\$ 3,180.00	\$ 2,580.00	\$ 600.00		81.13 %
P&C Contributions	\$ 30,412.50	\$ 22,837.50	\$ 7,575.00	\$ 22,837.50	75.09 %
Beach Swimming	\$ 3,531.00	\$ 3,399.00	\$ 132.00	\$ 3,399.00	96.26 %
STEMSmart	\$ 23,580.00	\$ 18,990.00	\$ 4,590.00	\$ 4,590.00	80.53 %
			\$ 17,983.50	\$ 50,130.00	
Incursions/Excursions					
			Outstanding	Percentage Paid	
Total Outstanding	30/10/2023	Interm Swimming	\$ 132.00	96.30%	
Contributions	\$ 5,686.50	Bike Ed	\$ 770.00	93%	
P&C Contributions	\$ 7,575.00	Japanese incur	\$ 55.00	95%	
STEMSmart	\$ 4,590.00	Year 6 Camp	\$ 415.30	98%	
Overall Total Outstanding	\$ 17,851.50	STEMSmart	\$ 4,590.00	81%	
		Grip Conference	\$ 161.50	94%	
		NAIDOC Project	\$ 190.00	96%	
		Indigenous Incurs	\$ 70.00	80%	
		World of Maths	\$ 208.00	92%	
		Interschool Cross Country	\$ 68.00	83%	
		Cuddly Animal	\$ 44.00	91%	
		Eagles Cup	\$ 65.00	92%	
		Peninsula Farm	\$ 130.00	89%	



WOODLANDS PRIMARY SCHOOL

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One Big Voice	\$ 14.00	98%
Science Incursion	\$ 690.00	83%
Ninni Incursion	\$ 1,240.00	70%
Peninsula Farm Yr 1	\$ 58.00	94%
Swimming Bold Park	10907	38%
Total subsidy	\$ 19,807.80	

	Requested	Income Breakdown 2022			Total School Contributions	% Paid
		Received	Outstanding			
Primary Contributions	\$ 19,170.00	\$ 15,440.50	\$ 3,729.50	\$ 20,720.50	80.55%	
Pre Primary Contributions	\$ 2,700.00	\$ 2,400.00	\$ 300.00		88.89%	
Kindy Contributions	\$ 3,120.00	\$ 2,880.00	\$ 240.00		92.31%	
P&C Contributions	\$ 30,297.50	\$ 24,225.98	\$ 6,071.52	\$ 24,225.98	79.96%	

Total Outstanding	Year 2022
Contributions	\$ 4,269.50
P&C Contributions	\$ 6,071.52
Overall Total Outstanding	\$ 10,341.02

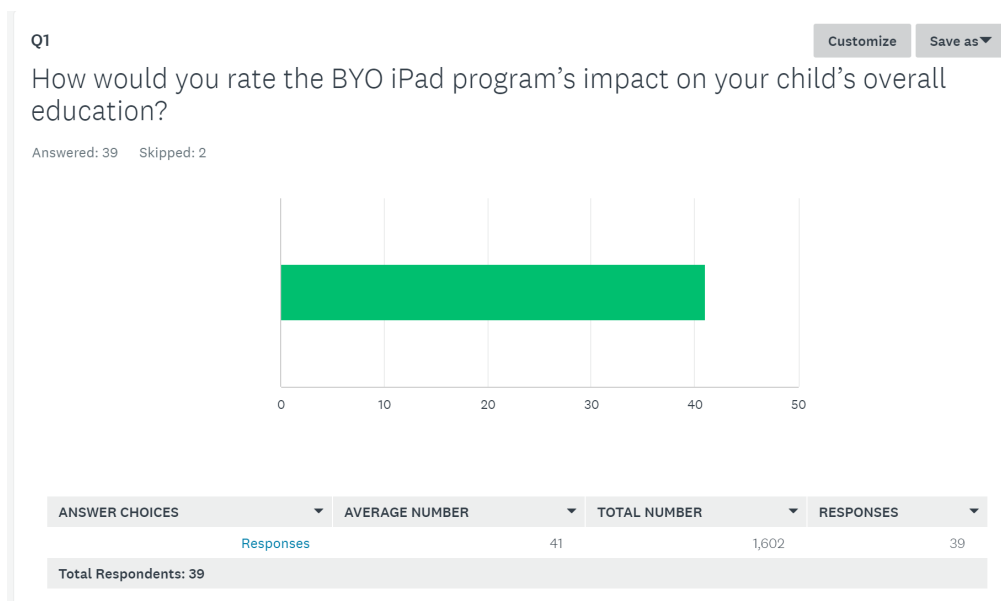
Parent ICT Survey Results

2023 Parent ICT Survey

Very low = 0 points

Moderate = 50 points

Very high = 100 points





WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

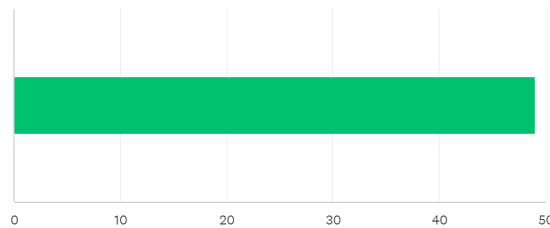
Q2

Customize

Save as ▾

How would you rate the impact of the STEM Smart coding program on your child's overall education?

Answered: 38 Skipped: 3



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
Responses	49	1,865	38
Total Respondents: 38			

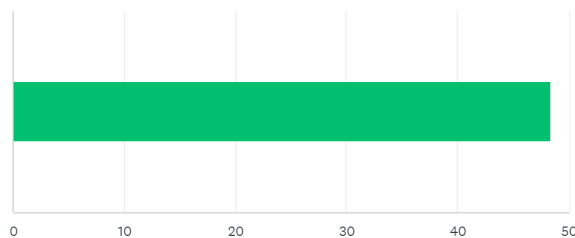
Q3

Customize

Save as ▾

How would you rate the impact of Seesaw on your child's overall education?

Answered: 40 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
Responses	48	1,938	40
Total Respondents: 40			

Laura O'Hara
Principal
Woodlands Primary School
30 October 2023

Woodlands Primary School

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WOODLANDS PRIMARY SCHOOL CHARGES FOR 2024

Under the provisions of the Education Act 1999, it is a requirement of schools and School Boards to indicate to parents all likely educational expenditures for the coming year. School contributions and charges are comprised of three elements: Voluntary Contributions, School Charges and Items for Personal Use.

SCHOOL CHARGES are the accumulated cost of your child participating in activities and events as they arise. **This is not an up-front payment**, rather an indication to you of the **maximum** possible amount you may anticipate being charged for activities on a pay as you use basis. Below is a schedule of Charges for each year level.

Please note that the figures listed are an estimation of **the maximum** possible cost based largely on amounts paid by parents and received by the school over the last few years.

Additional Charges	K	P	1	2	3	4	5	6
In-term swimming		\$85	\$85	\$85	\$85	\$85	\$85	\$85
Incursion/Excursions	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Camps								\$450
Extra-curricular Arts/Phys-Ed activity (e.g. Dance, gym, martial arts etc)	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Graduation celebration and associated costs								\$60
Choir Excursions					\$40	\$40	\$40	\$40
Science		\$20	\$20	\$20	\$20	\$20	\$20	\$20
Sustainability	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Arts Project	\$20	\$20	\$20	\$20	\$20	\$20	\$30	\$30
Japanese Incursion					\$10	\$10	\$10	\$10
Nature Play Incursion (5 Weeks)	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Total Charges	\$240	\$260	\$345	\$345	\$395	\$395	\$405	\$1055



Extra Cost Options for Selected Students			1	2	3	4	5	6
Instrumental Music (Hire Only)					\$110	\$110	\$110	\$110
PEAC Courses			\$10	\$10	\$10	\$50	\$215	\$300
String/Choral Uniform					\$35	\$75	\$75	\$75
String Ensemble						\$10	\$10	\$10
Interschool Swimming						\$20	\$20	\$20
Interschool Athletics and Cross Country				\$20	\$20	\$20	\$20	\$20
Interschool Eagles Cup					\$20	20	20	20

Payment is only required as activities/events are confirmed throughout 2023

The information as set out is separate from the P&C Voluntary Contributions.

ITEMS FOR PERSONAL USE – This is a list of personal items for your child’s use in the classroom in 2023. This will be issued in Term 4 2022. The school diary for Year 4 – 6 is required and is included in the approximate cost below.

	K	P	YR1	YR2	YR3	YR4	YR5	YR6
Approximate price if you have nothing left over from the previous year.	\$100	\$220	\$240	\$240	\$270	\$270	\$290	\$260

SCHOOL VOLUNTARY CONTRIBUTIONS

The Woodlands Primary School VOLUNTARY CONTRIBUTIONS (which under the Education Act may be as high as \$60 per student) is \$60.00 per child. The Kindergarten to Year 6 funds are used to support English, Mathematics, Digital Technology and The Arts.

P&C VOLUNTARY CONTRIBUTIONS

P & C Contributions	Amount
Per student	\$75.00
Family of 2 or more students	\$150.00

Yours sincerely

Laura O’Hara
Principal

FUNDRAISING & ENGAGEMENT COMMITTEE

2024

In the 2024 school year, we will continue the whole-school approach to parent-run fundraising and activities. The goal is to collectively manage and co-ordinate fundraising efforts and other activities at Woodlands Primary School (WPS). Each year, you will play a unique but equally important role in supporting our school community.

This approach also ensures that all parent-run activities and events are covered by the P&C Public Liability & Volunteer Accident Insurance. This includes, but is not limited to, committees for the Uniform Shop, Canteen, Book Club, Parent Representative Co-ordinated activities, Garden Club, Fundraising Committee, Graduation Cohort Committees, and other occasional parent subcommittees.

These committees will operate as subcommittees of the P&C, with the ability to function autonomously. Each subcommittee will have a basic set of 'Terms of Reference' and template resources. As mandated by WACSSO, the governing body of the P&C, all parent-run events and activities must present a general plan at a P&C general meeting to receive Public Liability & Volunteer Accident Insurance Coverage.

Benefits of this Model Include:

- ⇒ Improved cohesion and shared responsibility for co-ordinating fundraising and other activities.
- ⇒ Clearer guidelines to make events more accessible and manageable to run.
- ⇒ Reduced volunteer fatigue and fundraising burnout.
- ⇒ Facilitation of smoother event transitions, eliminating duplication of efforts.
- ⇒ Enhanced success of events leading to a stronger school community.

Revised Role of the P&C Fundraising & Engagement Committee in 2024: options for fundraising

- Large Events & Ongoing Fundraising: (School's 60th Anniversary)
- P&C Meet & Greet (Week 2, Term1)
- One Parent Social: Quiz Night, Bogan Bingo, Drag Bingo, Op Shop Ball, etc. (School Fete or equivalent in 2024 to take place)
- Kid-focused fundraiser: Read-a-thon, Lap-a-thon, Colour run, etc.
- Interschool Athletics: Hosts for 2024 – P&C run food/beverage?
- Dad's Camp Out (November)
- Promote Entertainment App/Book
- Promote Bakers Delight
- Grant applications
- If applicable: Woollies Earn & Learn or Coles Sports for School (suggestion: get someone to co-ordinate this, stops us shelling out \$\$ for sports equipment).
- Oversee the smooth handover of each year group fundraising.
- For 2024, in liaison with the Class Representative Co-ordinator, ensure each year group has an event coordinator(s) appointed and maintain contact with them.
- Act as the point of contact and assist each year group with planning documents and templates to support the new system.

****Each Year Group will be responsible for coordinating the following activities or equivalent****

During the 2024 school year, parent-run fundraisers and activities at the school will be allocated as follows:

- **Kindy:** Canteen Special Day (Term 2)
- **PP:** Canteen Special Day (Term 2)
- **YR1:** Easter Raffle with Easter Cake Stall (Term 1)
- **YR2:** Christmas Concert Festivities (Term 4)
- **YR3 & YR4:** A Themed DISCO with Disco Cake Stall (late Term 3)
- **YR5:** Athletics carnival food Stall (Term 3) & hosting the Graduation Morning Tea
- **YR6:** Containers for Change (TBC)

The P&C will distribute funds raised with year group fundraisers for:

- \$50 Annual P&C Award given to one graduating student
- Up to \$1000 per year to support the upkeep & maintenance of the school orchard
- Up to \$300 to maintain the Canteen
- Up to \$300 to maintain the Uniform Shop
- Up to \$300 to maintain the vegetable garden
- Up to \$150 in stationery and supplies
- All operational costs of the P&C (incl; MYOB, insurance, WACCSO membership, etc.)
- A support fund to help WPS families who are experiencing temporary financial stress to pay for student incursions/excursions that they couldn't otherwise afford.

Graduation/Year 6:

To ease the burden of intense graduation fundraising and as a token of appreciation for the support throughout their time at WPS, the P&C will allocate:

- The cost of one (1) school leavers shirt up to the value of \$40
- One memorabilia item, up to \$20 per student (e.g., yearbook)
- Up to \$150 to fund the basics for the Graduation Assembly Morning Tea hosted by the year 5, including fresh flowers, coffee, tea, etc. Each family of the year 5 hosting cohort is expected to provide either a sweet or savoury item to supplement the basic items provided.
- Up to \$300 to fund the basics for the Graduation Assembly (e.g., decorations)
- Free use of P&C owned stage skirting and other annually used decor items to decorate the undercover area for graduation.

Please note: *The school or administrative staff do not request or expect an annual gift from the graduating class. Any modest gift to the school after consultation with the school principal should be paid for by the Year 6 cohort.*

Items to be Paid for by Each Year 6 Family: (Note: These items are not fundraised for)

- Year 6 camp
- Any additional Year 6 Leaver Shirts or Graduation Books
- All teacher gifts (as co-ordinated by each class rep)
- The Graduation celebration: This should be discussed with the school Principal for approval to ensure it aligns with the guidelines of the school and wider Department policies for fundraising activities.
- All other ad-hoc items and extras agreed to by the current cohort.

Other Areas Requiring Whole School Community Involvement for Success:

- Paying your annual voluntary P&C* & school contributions (*The school requests that all money from the P&C voluntary contribution be allocated to support IT resources*).
- Parent Reps to organise:
 1. **Canteen volunteering** is desperately needed to ensure smooth operations. We propose that each family sign up for a minimum of one (1) shift per year/or 20 people (2 per week) from each cluster, as per schedule below:

Term 1: Year 5 & 6 (2 x each 10 week term)

Term 2: Year 3 & 4

Term 3: Year 1 & 2

Term 4: PP & Kindy

2. **Uniform Shop Volunteering:** As above but we require Class Reps to facilitate the volunteering of one person per fortnight to run the Uniform Shop (with guidance). That is; 1 person per fortnight each term from each year cluster.

- Scholastic Book Club
- Sustainability practices
- Baker's Delight purchase: Remember to say "WOODLANDS PRIMARY SCHOOL" every time you make a purchase at Bakers Delight in Woodlands, and we will receive 5% of the sale