

**FERNY HILLS STATE SCHOOL  
P&C ASSOCIATION**



**PARENT  
HANDBOOK**



The Ferny Hills State School P&C Association was formed in 1970 upon the opening of the Ferny Way State School. The Association is responsible for the operation of the Uniform Shop, Tuckshop, Outside School Hours Care (OSHC) and Fundraising to support the school community.

### *What is a P&C Association?*

A Parents and Citizens' Association is a group of community minded people, parents and citizens who take on a more formal role to assist the school in providing:

- \* Feedback on school policies and activities
- \* Additional resources to be used to enhance student learning
- \* Parents with opportunities to be involved in their child's education.

Officially, the P&C Association has the following functions:

- \* To foster community interest in educational matters
- \* To encourage closer cooperation between the parents of students attending the school, other members of the community, staff and students of the school.
- \* To provide advice and recommendations to the principal of the school on issues and concerns in respect of students and the general operation and management of the school.
- \* To provide or assist in the provision of financial or other resources or services for the benefit of students of the school.
- \* To perform any other functions, not inconsistent with the Act, as the Minister may decide.

Joining the P&C Association is a great way to keep informed, to contribute to the quality education of your child and to make new friends. Your contribution can be as large or small as you can manage, but your ongoing support of the P&C Association is invaluable.

Not only will you be supporting the school community but you will be supported by the school community. You can learn new skills and gain a clear understanding of how the school operates. This is a great opportunity to share in the school's decision making process and shape the future.

Please consider becoming an active member of the Ferny Hills State School P&C Association and making a difference in your child's education. There are many varied opportunities for involvement from volunteering in the Tuckshop or Uniform Shop to fundraising, music, sport, classroom activities, student banking or joining one of our subcommittees.

## **Meetings**

All parents and citizens are welcome to attend P&C meetings which are held on the second Tuesday of every month at 7.00 pm in the Resource Centre. Meetings are generally finished by 8.30 pm. Notification of meetings is placed in the school newsletter and on the P&C Facebook page.

The AGM is held on the second Tuesday in March at 6.30 pm. All positions are declared vacant at this meeting and a new committee is elected. Memberships must also be renewed at the AGM.

Please note that it is not essential to be a P&C member in order to attend the P&C meetings. You will, however, need to join if you would like to vote during meetings.

## **Contributions and Building Fund**

The P&C Association operates a Voluntary Contribution Scheme and a Building Fund. The Voluntary Contribution Scheme encourages parents to donate \$60.00 per child (up to a maximum of \$150.00 per family) to the P&C Association. The P&C uses these funds to provide the extra items that children enjoy which do not form part of the standard government funding provided to the school. Items can include extra art resources, sporting equipment, musical instruments and music, additional science resources, reading materials, learning activities, computers and other educational resources. These contributions enhance our children's educational experiences and promote engaged learning.

A formal request for payment is distributed to parents during the school year. Please consider contributing to this scheme enhance your child's educational experiences.

There is also the opportunity to donate to our Building Fund. These funds are used for the acquisition, construction or maintenance of a building to be used by Ferny Hills State School. All donations to the Building Fund are tax deductible.

## **Volunteers**

The P&C Association also encourages volunteers to assist classroom teachers by helping in their child's class. This may be reading groups, maths groups, art projects, science experiments, excursions, music, performances, sport, swimming etc. Insurance coverage is provided to all volunteers by the P&C Association as long as you sign in and out at the classroom or school office. Your child's teacher will advise you if they need your assistance – most are happy to have your help!

If you have any expertise in a specific area, please don't hesitate to contact the relevant area (PE teacher, Music teacher etc.).

There are certain regulations that volunteers must adhere to when volunteering within the school. Most regulations relate to workplace health and safety and child protection requirements. These documents are provided to all P&C members at the AGM each year as part of our volunteer induction and are also available upon request.

Please remember that as a volunteer in any area of the school, you may be exposed to confidential information. It is expected that all volunteers respect the school and P&C's confidentiality agreements and not divulge any confidential or sensitive information that may be obtained during your volunteer duties.

## **Fundraising**

Fundraising is a vital part of the P&C Association and volunteers play a key role. Fundraising events are planned by the P&C Association in advance. There are many different ways that you can assist: organising fundraisers, cooking sausages, serving on a stall, designing fundraiser leaflets and advertisements, letter box drops, baking or just donating required items. Fundraising events and volunteer opportunities are promoted in the school newsletter and via the Facebook page.

The P&C Association also participates in a number of 'passive' fundraisers including:

### School banking

The student banking program is operated by a small group of volunteers. Students are able to open a bank account with the Commonwealth Bank that has no fees and attractive interest rates. Every Tuesday they are able to make deposits to this bank account. The deposit can be as small or large as you like. Children are encouraged to bank on a regular basis and receive rewards for doing so.

The P&C Association receives a commission for every new account opened and every deposit made. Please consider supporting this program as it not only provides a terrific opportunity for your child to learn about saving but also supports the school.

### Rebel Sport Community Kickbacks

If you are a member of Rebel's store program you can nominate Ferny Hills State School P&C Association as your chosen 'club' and we will receive a commission from each purchase. Please consider nominating us if you do your shopping at this store.

### Cash Rewards

Shop online with your favourite retails and receive cash back in your pocket on all eligible purchases. If you sign up through the P&C web link (<https://www.cashrewards.com.au/en/community/schools/ferny-hills-state-school-pc>), the P&C will also receive a commission of all your purchases and a donation when you join.

## **Grants**

Grants are a fantastic opportunity for the P&C to get major projects completed. If you have any experience in grant writing or any connections that may assist us in applying for grants (eg. Telstra workers have access to a company grant) please don't hesitate to contact the P&C.

## Payments

Payments to the P&C Association for contributions, fundraising, Tuckshop, Uniform Shop, OSHC etc. can be made via the following:

EFTPOS: available in the Uniform Shop and OSHC

### Direct Debit:

Commonwealth Bank

Ferny Hills State School P&C Association

BSB	064171
Account Number (General account)	00902234
Account Number (Building Fund)	10465160

If paying by direct debit please ensure that the reference includes all relevant information for the payment to be correctly allocated.

eg. OSHC John Smith  
Pie Drive John Smith

## Contact us

Phone	3550 5444 (School Office)
	3550 5419 (Tuckshop)
	3550 5418 (Uniform Shop)
	3851 1573 (Outside School Hours Care)
Email	<a href="mailto:pandc@fernhillss.eq.edu.au">pandc@fernhillss.eq.edu.au</a>
Post	PO Box 347, Ferny Hills 4055
Facebook	Ferny Hills State School P&C Association

***We would love for you to get involved in the P&C Association in any way you are able. Your contribution will be valued by the school staff, community and children.***

# TUCKSHOP

## Volunteers

The Tuckshop is operated by paid staff. Volunteers also form an integral part and any assistance is greatly appreciated. You don't need to be a qualified chef to help in the Tuckshop. If you can count money, make sandwiches, put orders in crates, serve ice blocks or even wipe down a bench top then you are able to help. Our volunteers perform varied duties and we aim to find you a job that you enjoy.

Children love seeing their parents in the Tuckshop and it is a great place to form new friendships and learn more about the school. Parents, grandparents, adult siblings (over 18 years), aunts, uncles, guardians, neighbours etc. are all welcome to volunteer.

The more volunteers we have, the lower we can keep our prices. The tuckshop only aims to make a small profit each year which can be used to replace equipment etc.

Please note, that a Blue Card is required if you are not a parent of a child at the school. Application forms are available online and can be lodged via the school office.

If you are unable to volunteer due to work or carer commitments, there are other ways you can help the Tuckshop. Donations are always willingly accepted and this could include:




- paper bags
- straws
- sauce
- fruit and vegetables
- canned goods (eg. beetroot, pineapple)
- providing a special treat for the volunteers!

You may also be able to help during sports days, special events or maybe you have some special artistic skills that could be used to beautify our Tuckshop area with signage etc.

## Menu

The tuckshop provides a healthy menu following the guidelines set out under the Smart Choices Healthy Food and Drink Supply Strategy for Queensland Schools.

Smart Choices is all about supplying healthy food and drink choices to students. Foods are divided into three categories:

Green 	eat plenty of these foods
Amber 	do not let these foods dominate
Red 	occasional foods offered on special days

The Tuckshop menu is reviewed regularly and available on School Shop Online (see details below).

## Ordering

The school has two lunch breaks and students (and parents and Teachers!) can order food for both breaks:

- First break 11.00 am
- Second break 1.10 pm

Orders must be placed online by 8.30am each day at [www.schoolshoponline.net.au](http://www.schoolshoponline.net.au). Orders are filled and placed in class crates/cooler bags to be collected by student representatives at the start of each break.

### **Help, my child forgot their lunch!**

If your child does not have any lunch they are referred to the school office. The office staff will endeavour to contact you to arrange for lunch to be provided. If they are unable to contact you, the child is referred to the Tuckshop (on days when this service is open) where a small, inexpensive lunch will be provided.

An invoice detailing the items provided and the cost will be forwarded home via your child and payment is expected to be made the next day.

# UNIFORM SHOP

## Uniform Policy

The P&C Association has endorsed a uniform policy. The school uniform plays an important role in the presentation of the school to the greater community and in assisting students to feel part of the school community.

The P&C Association has also endorsed a sun smart policy. The school operates under the 'no hat, no play' rule and it is strictly enforced. In order to assist parents, the Uniform Shop offers hats for purchase that comply with this policy. We suggest that you purchase two hats, one to wear and one to be kept in your child's bag for emergencies.

Students are also permitted and encouraged to wear sunglasses. Appropriate school approved sunglasses are available from the Uniform Shop.

Uniform Type	Tops	Bottoms	Headwear	Footwear
<b>General (Prep-Year 6)</b>	<u>Any of school:</u> Polo Check skirt Dress	<u>Any of bottle green:</u> Cargo shorts Microfiber shorts Skorts	Bottle green scrunchie or headband  <u>Jewelry:</u> Plain silver/gold studs Small silver/gold hoop earrings Watch	Black shoes Bottle green or white socks
<b>Winter</b>	School jacket	<u>Any of bottle green:</u> Trackpants Long cargo pants Boot leg pants Tights Full length leggings		
<b>Prep</b>			Royal blue broad brim hat	
<b>Years 1-6</b>			<u>Any of:</u> Reversible house colour hat Bottle green broad brim hat	
<b>Music</b>	Music polo shirt	Black trousers	Bottle green scrunchie or headband	Black shoes Black socks
<b>Sports</b>	House shirt (may be worn during the week EXCEPT for excursions, photos and Friday sport)		House colour scrunchie or headband	Black joggers Bottle green or white socks



## **How to order**

Most items are kept in stock and are readily available for purchase. The only exclusion to this is winter uniforms and occasionally music uniforms.

Parents are welcome to visit the Uniform Shop in order to make your purchases. If you cannot attend in person, you are able to place orders online at [www.schoolshoponline.net.au](http://www.schoolshoponline.net.au). Orders can be delivered to your child's classroom or left at the office or Uniform Shop for collection.

Winter jackets are available by order only. Only one winter order is placed each year and very limited extra stock is ordered. You will be notified when these orders are to be submitted.

## **Second hand uniforms**

Second hand uniforms are available from the Uniform Shop. These are received throughout the year so it is worthwhile checking regularly if you are looking for a particular item. Parents are welcome to donate uniforms for sale. These can be delivered to the Uniform Shop or left at the office.

## **Returns**

It is possible to return an item as long as the item has not been worn, has all original packaging and tags, is in original condition and is returned within two weeks of purchase. No returns are possible on second hand items.

If an item is found to be faulty, please contact the Uniform Shop to discuss replacement or repair. Most faulty items are returned to our suppliers for repair. This process may take several weeks.

## **Volunteers**

The Uniform Shop is operated by paid staff and runs at a minimal profit. We aim to keep prices as affordable as possible and this is made easier with the assistance of volunteers. If you can help with stock management or customer service we would love to see you!

# OUTSIDE SCHOOL HOURS CARE (OSHC)

The P&C Association operates an Outside School Hours Care providing care before school, after school, during vacation care and on student free days. Please contact our friendly OSHC staff for further details of this service. A separate Parent Handbook is available for this service.

Phone 3851 1573

Email [oshc@fhsspandc.online](mailto:oshc@fhsspandc.online)