



**Parents in Partnership  
P& C Handbook**

# Your P & C Association

---

Kenmore South State School Parents & Citizens Association (P&C) would like to welcome you to our school.

As parents, we all play an important role within our school community in a variety of ways. As part of that role, you are asked to support and assist with P & C activities, which not only help with supplying extra funds to the school but also provide important services to the children and the school community.

The P & C is a volunteer organisation that provides various services to the school such as OHSC, tuckshop and uniform shop as well as fundraising. It is a large organisation that has part time paid staff of up to 25 people at any one time as well as many parent volunteers.

We welcome you to our school and invite you to join our P & C.

## P & C Executive for 2014

President:	Warren Lloyd
Vice President:	Andrew Hayes
Secretary:	Peter Brady
Treasurer:	Lucinda Bowman

## Office Contact

P & C Administration: Rachael Metcalf

Office Mobile: 0423 033 069

Email: [rachael.metcalf@ksss-pnc.org.au](mailto:rachael.metcalf@ksss-pnc.org.au)

Location: D Block - inside OHSC

## Office Hours

Tuesday	9.00am – 3.00pm
Wednesday	9.00am – 3.00pm
Friday	9.00am – 3.00pm

# Committees

---

## Annual General Meeting

The annual general meeting of the P&C is held in February each year. At this meeting all executive resign their positions and votes are cast for a new executive. All parents are welcome to attend.

## General P & C

The P&C meet in the staff room on the second Tuesday of each month from February to December, at 7.30pm. All parents are welcome to attend.

## School Shop Subcommittee

The school shop subcommittee runs the uniform shop and the tuckshop. The committee meets once a month in the new hall. The chairperson reports back to the general P&C meeting.

## OSHC Subcommittee

The OHSC subcommittee runs the service of OHSC for the P&C. The committee meets once a month in the OHSC rooms at 6.30pm. Childcare is available for the duration of the meeting and all parents are welcome to contribute. The chairperson reports back to the general P&C meeting.

## Facilities Subcommittee

The facilities subcommittee meet regularly to discuss how the P&C can help with the continual upgrading and maintenance of the school grounds and building. The principle of the school is also a member of this committee.

## Fete Subcommittee

This subcommittee is only convened in time for a fete year to organise and manage the running of the P&C biannual Country Fair.

## Other Groups

Other groups come together at various times during the year to allow fundraising to occur. The disco, bush dance and various sausage sizzles and cake stalls are all under the umbrella of the P&C.

# School Uniforms

---

Kenmore South State School prides itself on its appearance and presentation to the outside community. Having a consistent approach to our appearance will aid our school and students in displaying this pride in our school and our community.

All children are encouraged to wear the school uniform. The school colours of bottle green and white are used effectively in various uniforms. All uniforms are available from the uniform shop which is run by the P & C.

## Girl's Uniform

Green and white check dress or a unisex school polo shirt with black shorts or a black skirt.

## Boys Uniform

Black shorts with either a green and white check shirt or unisex polo shirt.

## Hats

There is a 'no hat, no play' playground policy.

A green bucket hat is also available. The hats are reversible with the 'green' school colour on one side and the 'sports house colour' on the other side (red, blue or yellow). Children in prep wear a yellow legionnaire hat for the prep year only.

## Other Items

Jumpers and jackets are available for the colder months. Children are encouraged to wear either black school shoes or suitable joggers with white socks.

Bottle green school bags with the school logo are also available.

## Sports Day

On sports day, children are encouraged to wear a t-shirt or polo shirt in their house colour. These can be purchased from any chain store. The uniform shop does not provide these shirts.

## Inter-school sport

Senior Sports Polo's are worn by senior year levels to play inter-school sports on Friday afternoons and also at district events. Only to be worn on a Friday.

# Uniform Shop

---

The uniform shop is a service run by the P&C. It is located in the new hall on the side of the stage. All uniforms as required by the school are available for sale.

## Contact

Coordinator: Lyndel Blencowe

Shop Mobile: 0438 480 437

Email: [ksssuniforms@gmail.com](mailto:ksssuniforms@gmail.com)

## Opening Hours

Tuesdays 8.30am – 10.30am

Fridays 8.30am – 10.30am

## Online Ordering

All uniforms can be ordered online at any time via MUNCH MONITORS. Please register on the Munch Monitors website.

All uniforms are delivered to your child's classroom in a sealed bag, safely labelled with their name.

## Second Hand Uniforms

There are a variety of uniforms available over the counter only.

## Other Items

The uniform shop also sells chair bags, library bags, special sports shirts, swimming caps and is responsible for hiring out choir and band uniforms as well.

## Lost Property

Please don't forget to check the lost property bin outside the OHSC rooms. All hats and green jumpers look the same – please name all yours.

# Tuckshop

---

The tuckshop is a service run by the P&C. The tuckshop has an ethos of nutritious, whole foods, cooked and prepared in house with a focus on minimising additives and providing an example of good nutrition for our children. It should be a warm and welcoming place for the whole school community. The tuckshop welcomes volunteers to assist with food preparation and serving.

## Contact

Coordinator & Cook: Carla Potts

Shop Mobile: 0438 470 093

Email: [tuckshop@ksss-pnc.org.au](mailto:tuckshop@ksss-pnc.org.au)

## Opening Hours

Wednesday 9am - 1.30pm

Fridays 9am - 1.30pm

## Online Ordering

All tuckshop can be ordered online at any time via MUNCH MONITORS. Please register on the Munch Monitors website.

## Paper Bag Ordering

Ordering tuckshop via a brown paper bag (not plastic) is also available. Please use a separate bag for 1<sup>st</sup> break and 2<sup>nd</sup> break and place exact money in the bag. Bags can be handed to your teacher or directly over the counter at tuckshop.

## Menu

A copy of the menu is distributed at the beginning of each school year and also during the year when there are seasonal changes. The menu is also available on Munch Monitor, the school website and the QSchools app. The tuckshop has weekly specials available online only. All 1<sup>st</sup> and 2<sup>nd</sup> break meal items must be pre-ordered. Only snacks such as muffins, popcorn and iceblocks are available over the counter.

# Online ordering

---

## Munch Monitors

The P & C have teamed up with Munch Monitor to offer a convenient and easy to use online service for our parents. Tuckshop and uniforms can be purchased online.

Families are encouraged to use the Munch Monitor service as it is more convenient.

- ✓ No more writing out tuckshop lunch orders and looking for lunch money during the morning rush.
- ✓ Order up to 4 weeks in advance (edit or delete the order right up until 9.00am on the day)
- ✓ List your child's allergies
- ✓ No more lost or forgotten lunch orders and money
- ✓ Top up your account using Visa/Mastercard online or using cash at the canteen
- ✓ Access account statements on line

## Signing Up

It only takes a few minutes to set up an account online and you are ready to go.

1. Go to [www.munchmonitor.com](http://www.munchmonitor.com)
2. Enter username: kenmoresss
3. Enter password: munch4069 then click login
4. Click 'Sign Up' and follow the steps to get started.

There's an account keeping fee of \$2.50 per parent account per term.

For more information:

Send an email to [help@munchmonitor.com](mailto:help@munchmonitor.com) or call 1300 796 190

# Outside Hours School Care

---

OHSC is run by the P & C, providing before school, after school and vacation care for our children.

## Contact

Coordinator: Tanya McGill

Phone: 3327 0845

Mobile: 0429 434 791      Email: oshc@ksss-pnc.org.au

Accounts: Rachael Metcalf

Mobile: 0423 033 069      Email: rachael.metcalf@ksss-pnc.org.au

## Hours of Operation

Before School      6.45am – 8.45am

After School      3.00pm – 6.00pm

Holidays      7.30am – 6.00pm

## Location

OHSC is located in D Block, room D8. OHSC also have use of the school grounds and various rooms at different times, such as the halls, library and computer lab.

## Staff

Activities and play are supervised by experienced caregivers with a maximum ratio on one carer (1) to fifteen children (15). This complies with the national standards for OHSC. All staff are identified by their uniform.

## Fees

Fees are payable fortnightly. Please see OHSC application form and staff for details. Government CCB rebates are available.

## Enrolment

Please collect the current enrolment form from the OHSC office. Enrolments can be accepted on a fulltime, part time or casual basis.



# Helping out at Kenmore South P&C

---

The Kenmore South State School is a volunteer run organisation. Like all schools, parents make a much needed and appreciated contribution to school life and we are very lucky to have an active parent body helping out both in the classroom and with extra activities. We always need help in the following areas.

## Tuckshop

The tuckshop needs volunteers to staff the canteen. We have a coordinator to oversee the tuckshop service days and a cook who prepares all our hot meals every week. On tuckshop days, volunteers are required to prepare light meals such as sandwiches and serve over the counter. Please either call in to the tuckshop or contact the coordinator to put your name on the roster. Any help once a term, once a month, casually or even a couple of hours is all welcome and appreciated.

## P&C Disco

The disco typically runs from 5.30pm -7.30pm on the 2<sup>nd</sup> last Friday of each term. Volunteers are needed for selling lollies, BBQ, preparing burgers, serving drinks, coordination, and set up. The coordinator will ask for help in the school newsletter.

## School Fair

Every second year the P & C run a Country Fair and volunteers from each year level are needed as is a coordinator.

## Bush Dance

Held in alternate years to the fair, a coordinator is needed as well as volunteers for selling lollies, BBQ, preparing burgers, serving drinks, coordination, and set up. The coordinator will ask for help in the school newsletter.

## School Banking Scheme

Parent volunteers run the Commonwealth Bank school banking scheme, which encourages children to save and also accrue a cash donation for the school to spend on resources from the CBA.

## Book Fair

Parent helpers set up and help at the annual book fair held in the library over a week.

# Helping out at Kenmore South School

---

We have an active parent body helping in the classroom during school hours and at other times. The school looks for volunteers in the following ways.

## Parent Rep

Each class requires a parent to represent the class at parent rep meetings held by the school and pass on any email correspondence from the school. The Parent rep also organises social events for the class such as end of term play dates or end of year dinners.

## Classroom Help

Your teacher will ask for help at various times of year to help out with reading groups or other skills such as maths, art, computing.

## Working Bees

The P & C in conjunction with the school also organise working bees at various times during the year.

## Every Hand Counts (EHC) Environmental Group

This group of parents support the student environmental group. A parent group meets on Monday after drop off at the Vegie Garden to help manage the garden, compost bins and environmental projects round the school. Contact Cathy Collins (ethac@hotmail.com), or find us by the Vegie Garden on Monday's – everyone's welcome with enthusiasm the only requirement (and if you have them a pair of gardening gloves).

The School Student Environmental Group has been meeting on Mon at morning break (11 am). They help maintain the vegetable garden within the school grounds as well as composting, gardening and sustainability.

## Aussie Farmers Direct

If you use Aussie Farmers home delivery service please consider nominating Kenmore South P&C as your preferred charity as they will donate 2% of your annual spend. We have already had a donation of \$328 from the 1st few months of this scheme.

<http://www.aussiefarmers.com.au/fundraising/customers/link-your-account>

# Facilities Hire

---

The P&C, on behalf of the School, coordinates the hire of School facilities to various community groups. Income from the hire of School facilities is used by the P&C to support its activities. Facilities available for hire include the Activity Hall, Main Hall and Oval.

External providers use the school's facilities to provide extracurricular activities. The following providers provide activities at the school in 2014 and have provided the P&C with info about their 2014 activities. Throughout the year other providers may also offer sporting activities at the school (e.g. Cricket, Go-sports, Auskick), but have not confirmed their offering yet. The providers are not associated with the school or the P&C. They pay the P&C to hire the facilities from the school. All enquiries about these services need to be directed to the provider.

## Playball

Offers outdoor classes on the KSSS oval each weekday afternoon for boys and girls aged 2.5-8 years (either Playball Pro multisport or Playball Soccer). [www.playball.com.au/indro](http://www.playball.com.au/indro)

## Speakup Drama Studio

Speech and drama, yrs P-7, musical theatre yrs 3-7 on Thurs afternoons.

<http://speakupstudio.com.au> -Cathy Clur 0447 790 256. [cathy@speakupstudio.com.au](mailto:cathy@speakupstudio.com.au)

## Tennis

Lexie Crooke - 0418791005 or 34117575. During morning tea and lunch breaks on school days

## Playgroup

Tuesday and Thursday mornings

## Little Kickers

Lauren 0439621630 [lkvw@littlekickers.com.au](mailto:lkvw@littlekickers.com.au) Soccer development program, 1.5-7 yr olds Saturday mornings

## Sheryl Watkins Irish Dancing

Sheryl – 3201 1875 [watkinsirishdance@bigpond.com](mailto:watkinsirishdance@bigpond.com)

Wednesday and Thursday afternoons

## Brisbane Martial Arts

Doug Tritton – 0411 555 733 [dougtritton@bmzz.biz](mailto:dougtritton@bmzz.biz)

Tuesday afternoons