

P&C Executive 2014.

All the following people have volunteered their time to take on these very important positions

President: Leanne Meteer

Vice President: Toni Coulstock and Cindy Sorensen

Treasurer: Joyce Schaper

Secretary: vacant

P&C Employee Team 2014.

All the following people are employed by the P&C Association to caretake P&C owned businesses

Tuckshop Convenor: June Brown

Uniform Convenor: Christy - Lee Meunier

OSHC: Vicki Willis – Coordinator

P&C Handbook:

The Jinibara State School Parent' and Citizens' Association meets on the second Wednesday of each second school month at 7:00pm in the school staffroom of the Administration Building. The Association's Annual General Meeting is held in March of each year. New members and new ideas are always most welcome. Please plan to attend and be involved where possible. A copy of the Jinibara State School P&C Constitution and Business Plan is available for perusal at School Administration. The P&C Association is affiliated with PandC's QLD formerly Queensland Council of Parents' and Citizens' Association (QCPCA) - a statewide body.

Tuckshop

The Tuckshop is open for lunch and afternoon tea orders daily. All students place their Tuckshop orders within the class baskets by 9:00am. If ordered food cannot be delivered to the classroom, the bag will be stamped, so the child will know to personally collect it at the tuckshop counter. Most foods and drinks can be ordered through the bag system. If a student's food selection is unavailable, the student will be consulted and a substitute line will be provided. Orders can be made either by bag orders or via the Flexischools online ordering system.

Safety:

For safety reasons, no one under the age of 15 years of age is permitted inside the Tuckshop.

Tuckshop Roster:

Parents available to assist in the Tuckshop are requested to contact June, in the tuckshop on 07-3491 1278. The Tuckshop is a great place for parents to meet other parents! Help is needed and is

gratefully appreciated. The range of Tuckshop services available to parents, students and staff is directly linked to the availability of Tuckshop volunteers.

Foodstuff Donations Roster:

Perhaps as working parents you still wish to assist the Tuckshop but available time is short? Join our donations roster. Eg. Freezer bags, tuckshop brown bags. All donations are gratefully accepted. Contact School Tuckshop on 07-3491 1278.

Student Supplies

Booklist

The Jinibara State School publishes a Year Level Booklist (Student Requisites) annually. This information is provided in consultation with the Year Level coordinators and the National Curriculum standard requirements. This information is collated and follows a tendering process to obtain the best competitive costing for parents. Year Level Booklists are available from School Administration from October each year. The Jinibara State School does not stock and will not provide student requisites on a parent's behalf. Parents need to replace items as they are exhausted during the school year. The Student Supplies Shop is located next to the tuckshop. Stationary supplies are available from the Student Supplies Shop all year round. By supporting the P&C Student Supplies store, all proceeds stay within the school community.

School Uniforms

The Uniform Shop opens Monday, Wednesday from 2pm-4.00pm and & Fridays 8:30 - 10:30 am. See "Uniform Shop" for more details of the required uniform for Jinibara State School.

Student Supplies Policy

Refunds / Exchanges: Full refund or exchange on damaged or manufacturer faulty items only. Incorrect sizes will be reordered or exchanged only up to one week after delivery or ordered goods (unless alternative arrangements are made in advance)

Secondhand Items: 50% surcharge on each item sold on consignment. Items will be held on hand for a maximum of three months. Records will be kept on all consignment goods. Unsold uniforms not collected by the owner after three months will be absorbed into stock or returned to nominated classroom. It is the owners responsibility to be aware of the progress of the sale of consigned goods. It is the responsibility of the owner to call in to collect any money owed. No refund or exchange on secondhand items.

Student Supplies Shop Sales Assistance: Parents available to assist in the Student Supplies Shop are requested to contact Christy-Lee on 07-3491 1282. The Student Supplies Shop is a great place for parents to meet other parents! Help is needed and is gratefully appreciated. The range of Shop services available to parents, students and staff is directly linked to the availability of Shop volunteers.

OSHC

Jinibara OSHC is an Outside School Hours Care service which operates before and after school as well as during Vacation Care periods. We are a P&C funded service attached to Jinibara State School. Our service is licensed and accredited and caters for all school children from Prep to Year 12. Our service operates before and after school, every school day of the year, as well as Student Free Days. Our Vacation Care Program operates every school holiday.

What we provide

- high quality school aged care
- a safe and inviting atmosphere for children
- fun and educational activities
- fully qualified staff
- large, private air conditioned facilities
- access to school courts and playgrounds
- nutritious meals and snacks
- ccb availability

Staffing

Our small team of staff are qualified and experienced in caring for children. All staff hold Senior First Aid certificates, Blue Cards and relevant child care qualifications. Our staff are passionate about caring for children and enjoy creating a fun and educational environment for children.

Operating Times and Fees

Before School Care: 6:30 am - 9:00 am; \$15.00; breakfast provided; children depart between 8:30 and 8:45 am to service designated classes.

After School Care: 3:00pm to 6:30 pm; \$20.00; afternoon tea provided

Vacation Care: 6:30 am to 6:30pm; \$55 per day; breakfast, morning tea and afternoon tea provided, own lunch required

Business Information

Coordinator: Vicki Willis

Collection / Drop Off

Prep - Y1: To and from classrooms

Yr2 - Yr7: Direct to / from Early Learning and Development Centre

Identification of Staff

Purple polo shirt and name badge

Form of Payment

Cash, Cheque, Visa, Bankcard, Mastercard

CCB Approval ID

Before School: 1-5AWON1

After School: 1-5AWOP1

Vacation Care: 1-5AWOSP

For further information contact Vicki Willis on 33857384

Other P&C Association Activities

The Fundraising Working Party welcomes volunteers for any fundraising venture; whether it be helping to distribute chocolates, count raffle tickets and money, sell tickets, pack pies or staff stalls. Members have fun and seek to enjoy themselves while assisting the school.

P&C Association Donations

Donations may be made to the Jinibara State School and/or P&C Association by contacting the School. Parents are invited to contribute into these funds annually on the School Booklist.

P&C Association Policy - School Dress Standards

The Dress Code and Standards at the Jinibara State School are explained to parents at time of student enrolment. This standard forms one of the conditions of enrolment. By enrolling your child at this school, parents indicating their acceptance of the code of dress and required standards as determined by the P&C Association and Principal.

Students

It is expected that students attend school neatly dressed and well groomed each day. All parents are required to dress their children in school uniform. This uniformity of dress promotes school pride, maintains a healthy school tone and gives students a strong sense of identity. At all times, students are to be modestly dressed. When school uniform is not worn (Free Dress Day), dress is to be of like standard in design, practicality and suitability to that of the approved school uniform. Teachers will advise when safety requirements necessitate specific dress to be worn to school. The school uniform

includes quality footwear and a wide-brimmed (8-10cm) hat. Sunglasses are recommended. Inappropriate dress is that which is:

- Offensive
- Likely to disrupt or otherwise negatively influence the normal operation of the school
- Unsafe for students or others
- Likely to result in a risk to the health of the student or others

Where dress standard is inadequate, parents will be contacted (where possible) and arrangements made for the student to meet school dress standards. A range of second hand school uniform items are located at School Administration for students to use in these instances. Failing this, student involvement in normal school programming and activity will be modified and/or restricted in such a way to minimise disruption to student learning and to address the school dress standards. eg. health and safety considerations, 'no hat - no play' and restricted play location

- Caps and Sun Visors.
- Tanktops and sleeveless singlets are not appropriate school wear
- Jewellery, with the exception of a wrist watch, a signet ring, medical bracelet or bona-fide religious items, are not to be worn.
- Fingernail polish, dyed hair, long unkept hair and ear rings other than sleepers are unacceptable. Hair should be well groomed at all times. (Refer Headlice)

Staff/Adults

Staff model dress and behavioural standards to students. Students innately observe and notice the deliberate and non-verbal actions of those around them. As professional educators, staff have a responsibility to dress in a manner befitting their status and standard of professional respect they seek from (a) students (b) parents and community (c) other staff; and (d) themselves. In highlighting that this dress standard is semi-formal (not casual), it is important to acknowledge that dress must be suitable to the type of teacher duty. eg. physical education, preschool education, etc

- Inappropriate dress is that which is:
- Offensive
- Likely to disrupt or otherwise negatively influence the normal operation of the school
- Unsafe for the staff member / adult or others

- Likely to result in a risk to the health of the staff member/ adult or others
- Where dress standards are inadequate, the staff member or adult will be requested (where possible and appropriate) to immediately attend to meeting school dress standards.

P&C Association Policy - Sun Smart

Australia has the highest rate of skin cancer in the world. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer later in life." Given that students are at school during peak ultraviolet radiation (UVR) times throughout the day, we look to providing an environment where policies and procedures can positively influence student behaviour. This requires the co-operation and co-ordination of teachers, staff, parents and students themselves.

Our Expectations:

- Provision of shade (trees and shelters)
- Wearing of wide-brimmed (8-10cm) or legionnaire style hats - in sun.
- SPF30+ sunscreen (before school and outdoor activities)
- Teaching about sun protection
- Avoiding outdoor activities in the middle of the day - where possible
- Role modelling (We all have a part to play - teachers, staff & parents)
- The school and students are given their own commitments towards SunSmart. Sunsmart requires that parents also take on a key role
- Provide Sunsmart hat and ensure that your child wears it to and from school.
- Ensure that your child applies sunscreen 20 minutes before leaving for school.
- Ensure that your child's clothing provides adequate UVR protection.
- Act as positive role models - Sunsmart behaviour.
- Actively support the school's Sunsmart and Dress Standards.

Voluntary Assistance within Classrooms

Parent assistance in the classroom is a welcome extension to the Teacher Aide Programme. Parents desiring to be of assistance in the classroom must be well known by the classroom teacher. The classroom teacher will brief parents on tutoring techniques, behaviour management practices and approaches. Parents will also be advised of the schools approach to issues of 'confidentiality' and staff teamwork. Workshops may be conducted during the school year for parents to gain greater insights into current teaching strategies. Involvement within the classroom curriculum programme remains at the Principal's discretion.

All voluntary workers assisting with school or P&C Association activities are covered by the P&C Association Personal Liability Insurance. It is necessary for all such adults to sign the Volunteer Register held at School Administration. Visitors are required to wear an identification badge, each time they enter the school. Visiting adults must sign out and return the identification badge upon departure. Please note that the children of voluntary workers are not covered by this insurance. Alternative arrangements for their care should be taken while parents are involved in volunteer activities.