

A large yellow circle containing the text "MANLY WEST P+C" in blue, stylized, hand-drawn capital letters.

MANLY
WEST
P+C

Starting Kindergarten in 2022

A guide for parents and carers

A guide to our services and programs

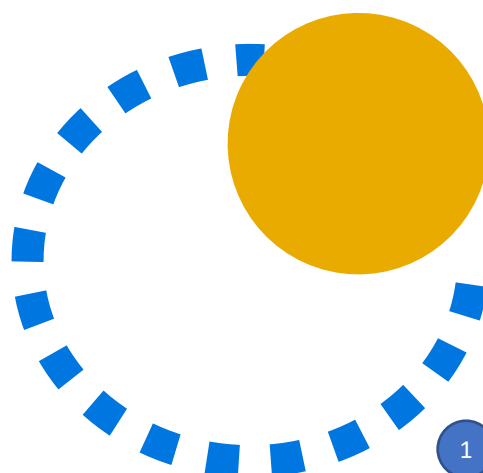
- Before and After School Care
- Canteen
- Uniform
- Band
- Enrichment Programs and Special Presentations
- Environmental and Sustainability Projects
- Events and Fundraising
- Kitchen Garden
- School Zone Safety and Traffic Awareness
- Sun Smart Compliance and Awareness

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*Supporting
our school,
our students, and
our school community*

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Our P&C

The Manly West P&C is a vital part of the school community and has a proud history of helping make *Manly West the Best!*

Our members are all volunteers from within the school community.

We meet once each school term to discuss a wide range of issues.

Our philosophy is to support our school, our students, and our school community.

We are a not-for-profit organisation and our profits are reinvested back to the school community to ensure we continue to provide quality services to meet demand.

Our aim is to bring parents, citizens, students, and the school together to provide quality services and providing funding to procure and maintain equipment, facilities, and resources.

We run four revenue-based businesses and manage a range of projects, events, and programs to benefit the needs of the students and the school community.

We encourage you to join us and make a difference to your child's school experience

We rely heavily on the support of our school community and volunteers.

Get involved

It's easy to become involved in the P&C through volunteer opportunities or membership. Join our team as a general member, sub-committee member or executive committee member.

Volunteers are vital to the P&C

The P&C needs volunteers every day, particularly in the canteen and uniform shop. The children love seeing friendly faces behind the counter and your support helps us keep our prices down. Volunteer opportunities are advertised weekly in the school's newsletter.

Sign up at www.manlywestpandc.org.au/volunteer

Be an influencer

Our members have full voting rights and help make the decisions about our services and programs. We meet once a term. Our Executive is like a board and carries out functions to support the overall operations of the P&C. Our sub-committees provide support to all our services, activities, and programs. General members have full voting rights and attend one meeting a term.

Visit us @ www.manlywestpandc.org.au/get-involved-1

What we do

We provide support to our school, our students, and our school community through a range of services and programs to enhance our students overall school experience.

We also help build a strong sense of school community by engaging our parent community in a range of programs and initiatives.

The MW P&C is responsible for the successful operations of the before and after school care (BASC), canteen, uniform shop, and band program.

Our profits are reinvested back to the school community to ensure we continue to provide quality services to meet demand.

We also support the school's Stephanie Alexander Kitchen Garden program and provide a range of programs and initiatives to engage our parent community too.

We further support the student's overall school experience and well-being through fundraising to assist with facilities, equipment, and awareness programs.

Our Services

We provide a range of services that support Manly West students including:

- uniform
- canteen
- before and after school care (BASC)
- band program (Years 3-6 only).

We also have special interest groups that focus on:

- enrichment programs and special presentations
- environmental and sustainability projects
- events and fundraising activities
- kitchen garden maintenance
- school zone and traffic awareness programs
- sun smart compliance and awareness.

In addition, we also have a dedicated **Class Parent Coordinator** to help keep everyone informed of current news and activities.

The following pages explain these services in more detail.

Getting Started

First things first. The P&C can help you and your child prepare for school. You can buy your school uniforms, place lunch orders, and register for quality before and after school care.

Uniform

The Manly West Uniform Shop stocks the complete range of Manly West uniform items and accessories and a selection of second-hand items.

Our onsite store is currently closed but we do hope to reopen our doors in early 2022. All orders can be placed via email and through Flexischools and can be collected from the school's office. Parents will be notified by text message when their order is ready for collection.

All orders placed before 9 November 2021 will be ready for collection on 11 November from the front of the school near the Griffiths Street entrance.

The Summer Starter pack is available for both girls and boys in a range of sizes to meet your child's needs. The Summer Starter Pack is a recommendation only and you can pick and choose your items depending on your child's needs.

Our second-hand items are sold at heavily discounted prices. To order, please email uniform@manlywestpandc.org.au

What to wear

A complete list of uniform options is available on the P&C website.

Summer uniform – Terms 1 and 4

Winter uniform – Terms 2 and 3.

There is a two-week grace period at the start of Terms 2 and 4 for the changeover of uniform.

How to Order

There are three options for purchasing uniform items:

- through the Flexischools.
- download the order form from the Manly West website and email your order to uniform@manlywestpandc.org.au
- in person at the uniform shop (once we reopen)

Payment Options

The Uniform Shop will accept cash, EFTPOS or credit card payments. Flexischools orders are by credit card only.

Shop Opening Times

Our uniform shop is currently closed but we hope to reopen our doors again in early 2022.

Usual shop opening hours during school terms are:

- Monday mornings from 8:45am – 9:45am
- Wednesday afternoons from 2:45pm – 3:45pm

We also open on pupil free days at the start of Term 1, 2 and 3.

Volunteering

Volunteers are needed on Monday mornings and Wednesday afternoons. Drop by to find out more or sign up at www.manlywestpandc.org.au/volunteer.

Contact the uniform shop by email uniform@manlywestpandc.org.au

Visit us @ www.manlywestpandc.org.au/uniform

Canteen

The canteen is committed to providing fresh, high quality meals and healthy eating options and is a member of the Healthy Kids Association and has a Healthy School Canteen approved menu. They are also members of the Swap For Good sustainability program.

Canteen Opening Hours

The Manly West Canteen operates five days a week and serves a delicious range of food before school, at recesses and at lunch.

Our Menu

Our recess and lunch menu items are listed on the P&C website www.manlywestpandc.org.au/canteen

How to Order

There are two options for purchasing lunch orders

- In person at the canteen before school, or
- Via Flexischools – Order before 9am each day.
Find the complete list of menu items on Flexischools. Perhaps even set up a recurring order for your child so they never miss out on their favourite items. Download the Flexischools app or access via the website www.flexischools.com.au

Kindy Special Day

Kindy Kids have a special orientation day to learn how the canteen works and from then they are free to order those tasty treats at recess and lunch.

Orders for lunch are to be placed with the canteen before 9:00am.

Volunteering

The canteen really is the place to be. The kettle is always on, and the conversation runs freely. You'll also receive free snacks, tastings and canteen vouchers as an incentive!

Volunteers help keep our doors open and keep our prices down and introduce more “green” strategies so please consider helping out.

We need at least FOUR every day.

Everyone is welcome! Parents, carers, grandparents, aunts and uncles are all welcome. You can sign-up for as little as a shift a year or even choose a weekly or monthly commitment.

Shifts are:

- 9:20am-12:00pm
- 12:00pm-2:00pm

Drop by the canteen for more information or sign up at www.manlywestpandc.org.au/volunteer

Contact the canteen on 9948 2257 or email canteen@manlywestpandc.org.au

Visit us @ manlywestpandc.org.au/canteen

Before and After School Care (BASC)

Manly West Before and After School Care is an Approved Childcare provider. Child Care Subsidy is available to eligible children.

We are currently licensed to offer care for 210 children each morning and afternoon. We also offer care on the Term 2 and Term 3 pupil free days.

Quality and Engaging Care

The MW BASC is highly regarded amongst the school and wider community. We offer high quality, not-for-profit before and after school care to the families of Manly West.

Children participate in a range of activities including craft, sport, cooking, drama, games and much more. The Centre also offers incursions where specialist providers provide diverse and inspiring activities in which children can participate.

Special theme days are run throughout the year including picnics, parties, and appearances by special guests to celebrate various occasions. Parents are notified of these special occasions in advance.

Rates and Hours

Before School Care 7:00am to 9:00am

After School Care 3:20pm to 6:30pm

Before School Care \$14.10

After School Care \$22.70

Child Care Subsidy is available to eligible children.

Enrolments and Waitlists

All Manly West families are eligible to enrol at BASC. Please be aware that there are waiting lists for BASC places across all year groups from kindergarten through to Year 6. Should you require care please notify the BASC administration as soon as possible.

Whilst we do try to offer places to all families - registering your child does not guarantee a place.

To register go to <https://manlywestbasc.hubworks.com.au/>

Click **Enrol**

1. Enter your **Child's Details**
2. Enter **Parent 1 Details**
Parent 1 is the parent registered to claim the Child Care Subsidy. Bank account details are not required in this section.
3. Enter **Parent 2 Details** if applicable
4. Enter **Emergency Contacts & Authorisations**
5. Enter **Health & Medical Information**
6. **Immunisations**- not required
7. **iPay Request** - Enter your preferred Payment Method for direct debit
8. **CLICK SUBMIT**

We are legally required to prioritise some children under federal legislation.

Contact BASC on 9948 8113 or email admin@mwbascc.com.au

Visit us @www.manlywestpandc.org.au/basc

The Fun Stuff

Band

The multi award winning MW Band program is a big part of the MW community and is available to students from Year 3 onwards. There are four wind/brass ensembles – the training band, intermediate band, performance band and concert band. Students in K-2 will be entertained by the bands at assemblies and special events throughout the year.

Enrichment Programs and Special Presentations

Our team coordinates enrichment programs for students and their families. Some are regular like our Interrelate presentations and our Cybersafety talks. Others include workshops with leading artists and authors, and entrepreneurial workshops for our budding enthusiasts – it really depends on the interests of our committee members at the time.

Environmental and Sustainability Projects

Our committee researches and investigates ways the school can reduce waste and be more energy efficient and introduced Waste-free Wednesdays in 2021.

Events and Fundraising

Our events and fundraising teams provide a range of key social and fundraising events and initiatives each year to help build the sense of school community and to raise much needed funds for the school.

Regular events include the Easter Morning Tea, Mothers' and Carers' Day stall and fun parent and student events. Our biennial carnival is like no other on the Northern Beaches.

Kitchen Garden

The Kitchen Garden program is a place where our garden grows and so do our students!

The P&C maintains the Stephanie Alexander Kitchen Garden. The garden supports a range of curriculum areas across several key learning areas, and it is often referred to as our 'outdoor classroom'. All students from Kindergarten to Year 6 will have an opportunity to use this outdoor classroom throughout the year.

The Kitchen Garden program provides an opportunity for students to plant, harvest, prepare and share food grown.

Volunteering

Parents and community members are invited to assist with the maintenance of our garden. Duties are simple and training is provided. Visit www.manlywestpandc.org.au/volunteer

School Zone Safety and Traffic Awareness

Our committee engages in traffic awareness and safety programs, particularly parking areas and the two kiss and drop zones.

Sun Smart Compliance and Awareness

The Sun Safety representative works with the school to update our sun safety policy to ensure that MW continues to comply with the requirements to remain a 'sun safe school'. Our BASC is also Sun Smart compliant.

Stay Connected

We will keep you informed of our services and activities through a range of communication channels.

Class Parents

Class Parents act as the vital liaison between the classroom teacher and the parents and carers of students.

Class parents also pass on important information to the class from the P&C.

Being a class parent is a brilliant way to get to know people, including your child's class teacher, and to know what's going on at school.

Please consider becoming a class parent. More information will be available during the Term 1 information briefing sessions.

P&C News and Information

Our other key communication tools include the MWPS newsletter, emails, the Hill Street electronic notice board our website.

Newsletter: All the latest P&C information can be found in the school's newsletter which is distributed each week by email. The newsletter can also be accessed via the school's website www.manlywest-p.schools.nsw.gov.au

Emails: When special events or activities are happening the P&C may also send an email via the school network or through your class parent. Sometimes, we may email you directly from one of our teams such as BASC.

Hill Street Noticeboard: Keep an eye out for regular updates on the noticeboard.

Our website: This is the place to go for volunteer opportunities, meeting details, and information about our services, programs, events, and how to join our teams. Visit www.manlywestpandc.org.au

Join Us

Join our dynamic school community.

To make all these things possible, we rely heavily on the support of our school community and volunteers.

Make a difference to your child's school experience. No experience necessary, just a dedication and commitment to our services and the students.

The P&C – the voice the represents our school community.

P&C members represent our services and help choose, develop, and implement projects. With your help we can continue to provide quality services that support our school, our students, and our school community.

There are many ways you can be part of this dynamic and fun community –from classroom activities and programs to the Parents and Citizens Association (P&C) – there's plenty to make you and your family feel welcome

Our Members

Our members have full voting rights and help make the decisions about our services and programs. Membership costs just \$1.

Join as general member, a sub-committee member or nominate for an Executive member position at the next Annual General Meeting that is held in Term 1 each year.

Visit www.manlywestpandc.org.au/join-our-team

Just for you

Kindy Parents Cocktails

Please join us at the Kindy Parents Cocktails function exclusive to parents of kindergarten students.

The event is a fabulous way to get to know other parents in your child's class and year group.

[Manly Golf Club, Balgowlah Road, Balgowlah NSW 2093](#)

[Friday, 22 February 2022](#)

[7pm](#)

More information about this event will be distributed early 2022.

Our Achievements

The P&C is proud of our initiatives and the partnerships we have fostered to achieve them.

Recent achievements include:

- managing the Before and After School Care expansion program to help meet demand. This included installing two new buildings and designing programs to cater for all student's needs
- installing new equipment and upgrading the technology in the canteen and uniform shop to help streamline the Flexischools ordering systems
- implementing new sustainable waste management systems for our events
- providing new sporting equipment through the Earn and Learn program
- coordinating a road safety and traffic management awareness campaign for effective and safe use of the Kiss and Drop zone in partnership with the Northern Beaches Council
- introduced new environmental programs to support the school's war on waste initiative
- held social and fundraising events including the biennial Manly West Carnival
- held enrichment programs for parents and students
- introduced the much-loved Manly West Kitchen Garden cookbook – Thrive

Other notable achievements include partnering with the school and providing funding for the:

- large Covered Outdoor Learning Area (COLA)
- BASC amphitheatre
- upgrade of the school's oval facilities
- installation of the coloured equipment.

Need to know more

We are here to help.

Should you require any further information please contact us via our website.
www.manlywestpandc.org.au/contact-1

Manly West Parents and Citizens Association

Griffiths Street

Balgowlah NSW 2093

www.manlywestpandc.org.au

www.manlywestpandc.org.au/contact-1

9948 2257

Flexischools

Flexischools is the fast and secure way to order and pay for uniforms and canteen lunch orders.

Registration is easy. Online help is close at hand, and there's some quick reference guides on the site too.



Visit the website www.flexischools.com.au



Or download the app

Register - Enter your email address and follow the prompts. You will then receive an email from help@flexischools.com requesting you to **Finish your account set up**.

Open the link and **complete your registration details**, this includes setting up a password, adding your name and a phone number.

The next screen is all about your child.

In the **School Name** box type in Manly West Public School. The **Year Level** and **Class** are dropdown options that have predefined options.

Personal Details please enter your child's name. This will ensure your orders reach their destination.

You will then be redirected to the **Let's Go** page where you can log in and start placing your orders.

Choose your tile e.g. **Food** for canteen, **Shop** for uniform, **Events** for our very own Kitchen garden cookbook (more on this later!)

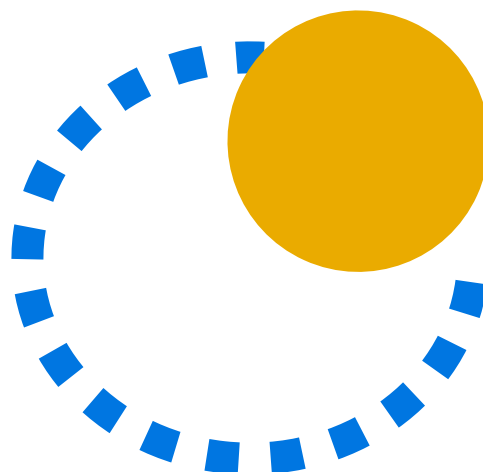
Follow the prompts and select your items and **confirm your order**.

Place your Order and **Select your payment option**.

For canteen you can even place recurring orders, so your child never misses out on their favourite items.

You will receive an email confirming your order. You can also sign in to Flexischools and **View your Open Orders**.

Notes



Contact Us

Manly West Parents and Citizens' Association
Griffiths Street
Balgowlah NSW 2093
www.manlywestpandc.org.au
www.manlywestpandc.org.au/contact-1
02 9948 2257

Proudly Supporting our School

The MW P&C is a not-for-profit organisation and all monies raised go directly back to our school.

