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Corrigin District High School Parents & Citizens Association Inc.

C/- 53 Lynch Street, Corrigin, WA 6375

Email – corriginpandc@gmail.com



**P & C Welcome
and Information Pack
2024**

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Welcome to the Corrigin District High School P & C Association

On behalf of the parents of Corrigin District High School, we would like to welcome you and your child/children to our school community.

Our school has a P & C who welcome anyone willing to help out or be involved with their child/children's education. Please come along to a P & C meeting for a relaxed and informal chat about what's going on in the school.

To register your interest in joining the P & C, please complete the P & C Membership Form and return to the School front office, your child's teacher, or bring along to a P & C meeting in 2024. Including \$1.00 with this form enables you to become a financial member of the P & C (further details on this on following pages).

Thank you for taking the time to learn about the Parents and Citizens Association and we look forward to working with you to continue to build a stronger community here at Corrigin.

P & C Executive Committee

What is the P & C?

It is a forum for parents, guardians and citizens to support and assist the government school system for the benefit of all students.

The P & C body has many functions:

- Encourage parents to contribute to the school's development;
- Develop parent participation and involvement in the school;
- A forum for the discussion of issues pertaining to the school and the community;
- Promote and support co-operation and communication of educational matters in the wider community;
- Assist the school with extra amenities for the benefit of all students; and
- Volunteer parents can join subcommittees in several areas: school uniform sales, fundraising, swimming and athletics carnivals, representation on the school board.

Through the interest of parents like you, the Corrigin District High School P & C has contributed significantly to the school. Contributions range from assistance with classroom items to the donation of graduation prizes and presentation night awards.

P & C Structure

The Corrigin District High School P & C consists of the following office bearer positions: President, Vice President, Treasurer and Secretary. The Executive Committee consists of these office bearers, the School Principal and not less than two other financial members. All office bearer positions are declared vacant each year at the AGM. Anyone is welcome to nominate.

Office Bearer Positions:

President: is the vital link between the parent body and the school, developing and nurturing a good working relationship with the school administration. The main role of the President is to chair the P & C meetings and be the public face of the P & C.

Vice President: in the event that the President is absent at General Meetings, the Vice-President chairs. In addition, the Vice-President is ideally placed to act as a liaison person between the P & C and WACSSO.

Secretary:

- Records minutes of General and Executive Committee meetings;
- Maintains a register of financial and ex-officio members;
- Circulates incoming and outgoing correspondence as appropriate;
- Provides notable P & C items to the school newsletter;
- Retains custody of all documents relevant to the administrative activities of the P & C.

Treasurer:

- Responsible for all monies received and expended on behalf of the P & C, including uniform store and fundraising;
- Prepares and presents a report for every General Meeting;
- Prepares books for audit;
- Overall responsibility for all P & C accounts.

WACSSO (WA Council of State School Organisations) is the peak body representing parents of public school children in Western Australia. General P & C training can be provided by WACSSO covering the above roles and other information.

How to get involved

The following lists specific ways parents can be involved and support their child/s education. Contact is regularly made via email, newsletters and the P & C Facebook page for various opportunities to support throughout the year.

There are many ways to be involved. We urge you to discover what your area of support is and join us, your P & C, in building a stronger community for our children, and future generations, who are fortunate to be able to say they are members of the CDHS Community.

- **Become a P & C financial member**

Our P & C comprises of parents and guardians of children attending our school, staff and other community members over the age of 18 years, who have paid an annual membership fee of \$1.00. This membership fee entitles you to the right to vote on all motions throughout the year when attending meetings. We aim to have parents from all year groups as P & C members to ensure our meetings run with the interests of the entire school community.

- **Become a P & C Office Bearer**

As detailed on the previous page.

- **Attend Meetings**

Presently the P & C meets on the third Wednesday of each term in the school staff room. Meetings are held in the evenings commencing at 7.00pm and concluding by 8.30pm. Our AGM and election of office bearers is held prior to the first meeting of the school year. The AGM will be on Wednesday 19 February 2025.

- **Fundraising**

The P & C offers a variety of fundraising opportunities throughout the year including but not limited to the following (which are open to change throughout the year):

- Community Events (eg Ladies Days)
- Catering
- Political Sausage Sizzles & Cakes at Election events

The above-mentioned activities are only possible through the generous donation of time from the parent volunteers within our school. Funds from these events and others are invested back into the school. We encourage parents to come along to any meetings to see how to help out and as a social occasion to have a chat.

- **Uniform Co-ordinator/s**

The uniform shop is coordinated by 1 or 2 parents for all student uniform requirements. Uniform orders can be placed by emailing cdhsuniformshop@gmail.com. The uniform shop can be opened on a regular basis by the co-ordinator/s. Uniform price list and order form is included below.

- **Volunteers Register**

If you have a particular skill or trade, or networking connections, please provide details in the Additional Information section on the attached P & C Membership Form. Any small amount of time or resources are greatly appreciated throughout the year.



Corrigin District High School

Parents & Citizens Association Inc.

2024 P & C Uniform Order Form

Parent/Guardian Name.....

Student name/s.....

Class Email.....

Payment method: EFT (details below) Cash
 CDHS P & C Uniform Account
 BSB: 086 576
 A/C: 22 912 3623
 Reference: Uniform: Student surname

Uniform Co-ordinator – Samara Grylls Email cdhsuniformshop@gmail.com

Item	Available Sizes	Price	Order Qty	Size	Total Price
Tops					
Kindy T-Shirts	4-6	\$15.00			\$
2019 Short Sleeve Polo	4-16	\$34.00			\$
2019 Short Sleeve Polo	S, M, L	\$36.00			\$
2019 Jumper	4-16	\$45			\$
2019 Jumper	S, M, L	\$50			\$
2019 Microfibre Jacket	4-16	\$57.00			\$
2019 Microfibre Jacket	S, M, L	\$60.00			\$
Staff Shirts		\$36			
Dresses (Primary Only)					
2019 Dress	4-12	\$50			\$
Long Pants					
Micro fibre track pants	4-16	\$10.00			\$
Hats					
Hat printed logo		\$16			
	TOTAL				\$

P & C Meeting Dates for 2024

General Meetings are held on the third Wednesday of each term, commencing at 7.00pm in the Library.

Term 1 Wednesday 14 February 2024
(AGM followed by general meeting)

Term 2 Wednesday 1 May 2024

Term 3 Wednesday 31 July 2024

Term 4 Wednesday 23 October 2024

P & C Executive Committee members

(subject to change at AGM).

Office Bearers:		Phone	Email
President	Kez Fisher	0428 888 334	corriginpandc@gmail.com
Vice President	Claire Parsons	0427 540 099	corriginpandc@gmail.com
Secretary	Claire Crossland	0407 794 447	corriginpandc@gmail.com
Treasurer	Tanya Ludlow	0431 116 897	corriginpandc@gmail.com
Executive Committee: (above plus)			
	Shannon Hardingham		
	Katherine Weguelin		
	Amy Lee		
	Corey Weguelin		
	Pippa Davey		
	Peter Leach		
	Renee LeGrange		
	Laura Miller		
Uniform Coordinator:			
	Samara Grylls		cdhsuniformshop@gmail.com



Corrigin District High School Parents & Citizens Association Inc.

P & C Membership Form

Please return to the Secretary the completed form and \$1.00 for eligibility to vote and insurance purposes. Can email to the Secretary corriginpandc@gmail.com and payment to Corrigin P & C, BSB: 086 576, Acc: 50 831 1328, Reference: Name membership

I, (insert name)

of (insert address)

Phone (optional) Mobile (optional)

Email

Wish to become a financial member of the Corrigin District High School P&C Association Inc
on (insert date)

Please send minutes and notice of meeting via (please tick preferred option)

Email With my child (name) (class) Mail

Additional Information *(specific skills, trades or networks you can offer to support the school)*

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.....

I understand that my membership is current until the next AGM and that by joining the P&C I agree to abide by the Rules of the Association.

Signed (member)

Secretary Use Only:

Fee paid: Signed (secretary)



To be returned to member:

Membership Receipt

Received from (members name)

Amount (membership fee)

Being Annual Membership for the Corrigin District High School P&C Association Inc.

Signed (secretary)