



## Who are we?

The **<your school>** Parents and Citizens (**P&C**) Association is the focal point for parent involvement at the school and provides a place for parents to discuss and debate matters of interest relating to the school and community.

All parents or guardians of children at **<your school>** are automatically members of the P&C.

**The P&C holds regular meetings throughout the school year. All parents and carers are welcome to attend, hear about what is happening around the school, propose ideas and participate.**

Each **<insert month>**, an Annual General Meeting is held and an executive committee is appointed. Nominations and votes come from members who attend that meeting.

The executive committee oversees the Association's operation while co-ordinators or sub-committees look after each of the services which the P&C provides.

## What do we do?

The P&C provides strong community support for the school by encouraging parents to be involved in the workings of the school.

We run many events and provide a number of services for students and families. These include:

- **School Canteen** with a focus on healthy food choices (open **Wednesday-Friday**)
- A **uniform shop** at the school (**<add opening hours if you want>**)
- A **second-hand uniform pool**
- **Breakfast Club**, providing a free, nutritious breakfast to students
- A **Walking School Bus** providing a social and supervised walk to school
- Events such as **discos, movie nights** and **trivia nights**
- The annual school **Fair**
- **Mother's Day** and **Father's Day** stalls
- **Scholastic Book Club**
- **School Banking**
- **Fundraising** to provide improvements to the school and new resources for students
- **Input into ACT school policies** via the ACT Council of P&C Associations

**<Choose/add items to reflect what your P&C does>**

## Helping out

The P&C values the rich diversity of skills and experiences that each family brings to the school. We appreciate any help that families are able to offer.

### Ways you can help include:

- Help for a few hours in the canteen
- Assist at school sporting events
- Sort lost property or the second-hand clothing pool
- Attend P&C meetings or participate on P&C sub-committees
- Bake for fundraising events
- Be a Walking School Bus 'driver'
- Run a stall at the Fair
- Cook at community BBQs
- Respond to specific requests for help from your child's teacher.
- Become a Council delegate

**<amend list to reflect your school needs/opportunities>**

To find a job that suits, you might like to come along to a P&C meeting or join our email distribution list.



## Benefits of participating

P&C activities create opportunities for parents and carers, students and staff to interact, building a feeling of respect and a stronger, safer, school community.

When you participate, you benefit by:

- meeting other parents in the community
- understanding more about what happens at school
- getting to know the teachers better
- sharing your skills with other parents/teachers and learning new ones
- helping out sets a good example for your children

Your children will benefit too. Research shows that when parents are involved, students get better grades, have a better attitude to school and improved behaviour!



## Contacts

To find out more about your P&C, visit the P&C section of the School's web site:

<web address>

Or, email <address>

Or, contact a school P&C representative:

<name> (<position>): <phone or email>

The P&C also has an email distribution list which we use to send information and occasional calls for help. To join the list, send a request to the P&C email <address>.

<delete sections above, depending on your operations and preference.>

More information about what P&Cs do can also be found from the ACT Council of P&C Associations (the peak body of P&Cs in the ACT). Call 6241 5759 or see [www.actparents.org.au](http://www.actparents.org.au).

<your school address>

Phone: <insert>

Fax: <insert>

Email: <insert>

<insert school or P&C logo>

## Our P&C Association

<Insert a picture of parents helping or one of your services here.>

