



Principal's Report

Welcome to Week 8!

Dates to Remember

29 – 31 May
Stage 3 Camp

Notes You Should Have

Mobile Dental Program

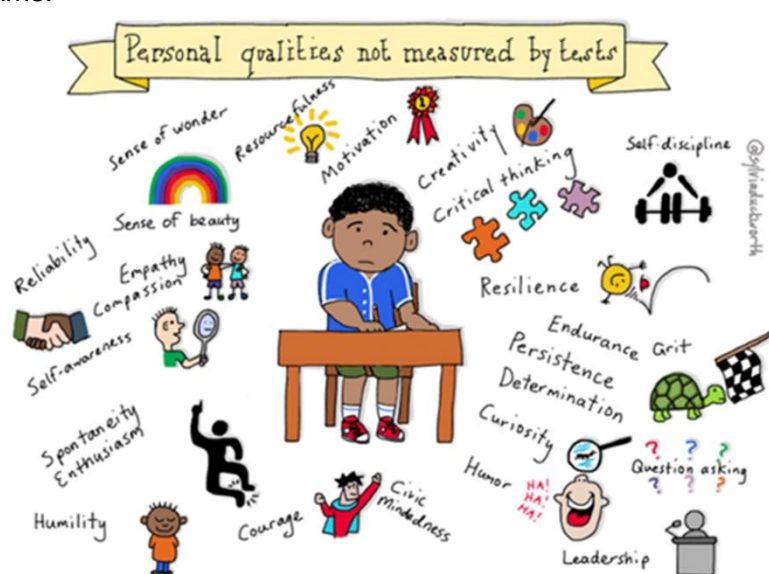
Hot Cross Bun Order

Stage 2 Camp

NAPLAN

During Weeks 8 and 9, beginning on Wednesday 15 March, students in Years 3 and 5 will participate in the National Assessment Program – Literacy and Numeracy (NAPLAN). Further information is supplied by Mrs Brogan (Coordinating Teacher) in this newsletter. We wish all our Year 3 and Year 5 students the best of luck! Not that they will need it!

Information harvested from these assessments are used by the school to drive future directions in teaching. I would like to remind everyone, these are a point in time snapshot of student progress and should not cause any distress to students. Testing is a usual part of our teaching and learning programs.



International Women's Day

International Women's Day is celebrated on the 8 March annually and is a global day recognising the social, economic, cultural and political achievements of women worldwide. This year's theme is 'Cracking the Code: Innovation for a gender equal future'. Equity, respect and inclusion matters for us all regardless of gender.

I would like to take this opportunity to sincerely thank all the women who contribute to the life and culture at NPS and acknowledge their wonderful work in educating and nurturing the future leaders of tomorrow... your child/ren!



NararaPublic School

Newling Street,
Lisarow NSW 2250

Phone: (02) 4328 3024

Fax: (02) 4329 1472

Email: narara-

p.school@det.nsw.edu.



P&C

A reminder the next P&C meeting is tomorrow (Tuesday 14 March) at 7:00pm in the Staffroom located in our Administration building. This is the Annual General Meeting (AGM) where the P&C will vote for key positions such as President, Treasurer, Secretary etc. The P&C are a valued part of this school, and they do a wonderful job managing our canteen, running the uniform shop and raising funds for specific school needs. If you are unable to make the meeting in person you can join us via Teams. This link has been supplied via the school and P&C Facebook page.

Zone Swimming Carnival

Congratulations to all students who competed in the Zone Swimming Carnival on Friday 3 March. Thank you to Mrs Thomas who coordinated this carnival on behalf of all schools in the Brisbane Water Zone. Her organisation was exceptional, and the smooth running of the carnival was a testament to this. Thank you also to Mr Briggs and Nicole for supporting the carnival on the day. All were very impressed with student behaviour, sportsmanship and effort. A full write up of the Zone and School Swimming Carnival features in this newsletter.



Third-Party Software Consent 2023

The Third-Party Software Consent note will be sent home this week. Your consent is required for your child's information to be provided to these third-party providers. Before giving your consent, it is important you understand what information is collected, how it will be used and who may have access to it. All this information is detailed in the note. If you have any questions regarding any information, please don't hesitate to contact the school.

Easter Hat Parade and Crazy Hair Day (Save the Date)

The K-2 Easter Hat Parade will be on Wednesday 5 April. We are looking forward to seeing our community support this event. Younger siblings are also welcome to attend and can wear an Easter hat to the parade if they wish. On this day students in Years 3-6 have the option to come to school with crazy hair. Further information will be provided in the coming weeks.



PSSA Sport

In the last fortnight we have had a number of Brisbane Water PSSA sporting trials. Congratulations to Kai L, Flex W and Chev K who competed in the basketball trials and Imogen, Lara S and Hayley W who competed in the netball trials. All students were excellent representatives for our school. Special mention to Kai and Flex who will now go on to compete in the next basketball trial. Good luck boys and well done to all!

Planned Scheduled Maintenance

In Week 7, 10 classrooms had new carpet laid. Whilst this brought disruption to normal school operations it has been a beneficial upgrade. The students and staff impacted by this disruption did an amazing job adapting to the change.



Quality Workers

| Students | Class | Work Sample |
|---|-------|--|
| Malachi K Mia M | 1/2N | Writing |
| Lily S Eira-Rose K Summer M Jonti L Charlie B | 2P | Weekend Recount Digital Books |
| Evelyn K Anise T Marshall M | KG | Writing |
| Abel P Grace D | KB | Sentences |
| Flex W Kai L | 5/6R | Successful in Zone Basketball Trial |

Grant McFarland
Principal



National Assessment Program – Literacy and Numeracy

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3 and 5. It is a nationwide measure to determine how young Australians are developing in literacy and numeracy.

This year, the NAPLAN Assessment will be held online. **Students will need a pair of plug-in headphones and a plug-in mouse for both the NAPLAN practice test and the NAPLAN Assessment.**

The NAPLAN assessment period is much earlier this year, beginning on Wednesday 15th March. A brief timetable for these assessments is below:

| | | |
|------------------------------|----------------------------------|--|
| Week 8 (NAPLAN Week 1) | Wednesday 15 th March | Year 3 and Year 5 students- Writing Assessment |
| | Thursday 16 th March | Year 3 Assessments |
| | Friday 17 th March | Year 3 Assessments |

| | | |
|------------------------------|----------------------------------|---|
| Week 9 (NAPLAN Week 2) | Tuesday 21 st March | Year 5 Assessments |
| | Wednesday 22 nd March | Year 5 Assessments |
| | Thursday 23 rd March | Catch-up Assessments (Y3 and Y5 students) |

You may like to look at the NAPLAN Public Demonstration Site with your child/ren. This webpage shows the types of questions students will answer and the functionalities that are available in the online NAPLAN tests. It can be accessed at: <https://www.nap.edu.au/naplan/public-demonstration-site>

Additional information about NAPLAN can be found on the flyer in this newsletter. If parent/ carers are wishing to exempt or withdraw their child/ children, please contact the school to request the appropriate paperwork to be sent home.

Lynda Brogan
Assistant Principal – Curriculum and Instruction

Swimming Carnival

Last Monday (27th February) NPS held our annual swimming carnival at Mingara Aquatic Centre. A huge congratulations to all students who competed at the carnival. The effort, determination and sportsmanship that was displayed was outstanding and all students should be extremely proud of their achievement. We had some pleasing results with 29 students qualifying for the Brisbane Water PSSA swimming carnival. This year, we have decided to begin our swimming records again and start fresh in 2023. As a result of this, we had 30 new records broken. These will be published in the 2024 NPS Swimming Program.

Congratulations to all students who received ribbons at the ribbons assembly last Friday.

A huge congratulations to our Age Champions.

| | |
|------------|------------|
| Jnr Girls | Jessica B. |
| Jnr Boys | Thomas M. |
| 11yr Girls | Imogen M. |
| 11yr Boys | Jaxon P. |
| Snr Girls | Emily L. |
| Snr Boys | Flex W. |

Congratulations to the champion house, Kendall.

| Place | House | Points |
|-----------------|-----------|--------|
| 4 th | Dobel | 59 |
| 3 rd | Hely | 117 |
| 2 nd | Gavenlock | 122 |
| 1 st | Kendall | 148 |

On Friday 3rd March, 29 NPS students attended Woy Woy Peninsula Leisure Centre to compete at the BWPSSA zone swimming carnival. All students demonstrated outstanding resilience, strived for their personal best and displayed exceptional behaviour. A huge thank you to Nicole and Mr Briggs who came along to help out as Team Manager and Recorder.

A massive congratulations to Thomas M and Emily L who both qualified for Sydney North PSSA Swimming and will now be representing Brisbane Water at Homebush Aquatic Centre on the 23rd March. We wish them all the best!

Lucy Thomas
Sports Co-ordinator



PAYMENTS DUE

- School Voluntary Contribution 1st Child \$40, 2nd Child \$25.00, each other child \$15.00.
- Stage 3 Camp 2023 (Years 5 & 6) 4th instalment due 17rd March, \$50:00.
- Year 6 Fundraiser Hot Cross Bun orders due 31 March 2023.
- Stage 2 Camp 2023 (Years 3 & 4). Deposit due 31st March 2023 \$50.00.

Please remember, when paying for an excursion, send in the permission notes to the office.

This is as important as paying for the cost.

Also, please pay by the due date as there is a substantial amount of organisation that goes into the activities

If you are having difficulties in paying please see the office.

Car Parking

The Car park is for STAFF ONLY. This is for the safety of our students and school community.





What is The Big Vegie Crunch?

The Big Vegie Crunch is a fun health promotion event to help our community UP THE VEG. Our school will be taking part in The Big Vegie Crunch (part of Vegetable Week) at **10am** on **Thursday 30 March**.

Primary schools across NSW will be joining together to break the record for the most students crunching vegetables:

- 50,260 students crunching simultaneously (2018 record)
- 14,991 students crunching at other times over Vegetable Week (2019 record)

What can you do to help?

- Pack a container of vegetables (**not fruit this time**) for your child to eat on Thursday 30 March.
- Remember to keep serving up the vegetables at home and in your children's lunchboxes. Check out the [UP THE VEG at Home](#) resource for ideas

On the day, each class will be provided with a tasting plate of fruits and vegetables to try.

Sally Austin - Vegetable Week School Coordinator

The Snack Shack

Ph: 0418238775

Upcoming Events

Friday, 24th March 2023: Harmony Day Special Afternoon Tea - 50c - \$2.50 (cash only)

Friday, 31st March 2023: *End of Term Lunch Special* - Hot Dog with mustard/sauce (optional) - order via Flexischools by Wednesday 29th March 8.30am

Wednesday, 5th April 2023: Enjoy a special pre ordered treat with your children on Easter hat Parade day - order via Flexischools by Wednesday, 29th March 8.30am, only available via pre order.

Parents Pack - Mexican layered dip & corn chips (GF)

Wednesday, 5th April and Thursday, 6th April 2023: Easter Theme Afternoon Tea - 50c - \$2.50 (cash only)

Flexischools Outage

Thank you for your understanding with last Friday's outage.

Flexischools have sent parents an email to explain & offer fee free days. Hopefully this issue has been resolved.

Please also check your accounts that you were charged correctly.

Canteen Volunteers

We have seen a few new friendly faces this term, thank you. Have you got a spare day or 2 per term?

We would love to see you & the kids too!

Please contact me for more information.

Thank you to the Parents/Grandparents for all your help.

Canteen Committee 2022

I would like to say a massive Thank you to Megan Y, Sarah S, Sam J, Jaci S and Ange R for all your help & support. Without you all the Canteen would not be such a success!

You always help to come up with some creative ideas that the kids love -Thank you!!

If anyone has any Canteen questions please contact me.

Thank you

Nicola Ford (Canteen Manager)

End of Term 1 Canteen Events

* 24/3-Harmony Day
Afternoon tea-cash only

* 31/3-End of Term 1 special lunch
Orders close 29/3

* 5/4 Parents Pack
Orders close 3/4



* 5/6th April
Easter Afternoon treats
50c-\$2.50 cash only



Harmony Day

24.3.23

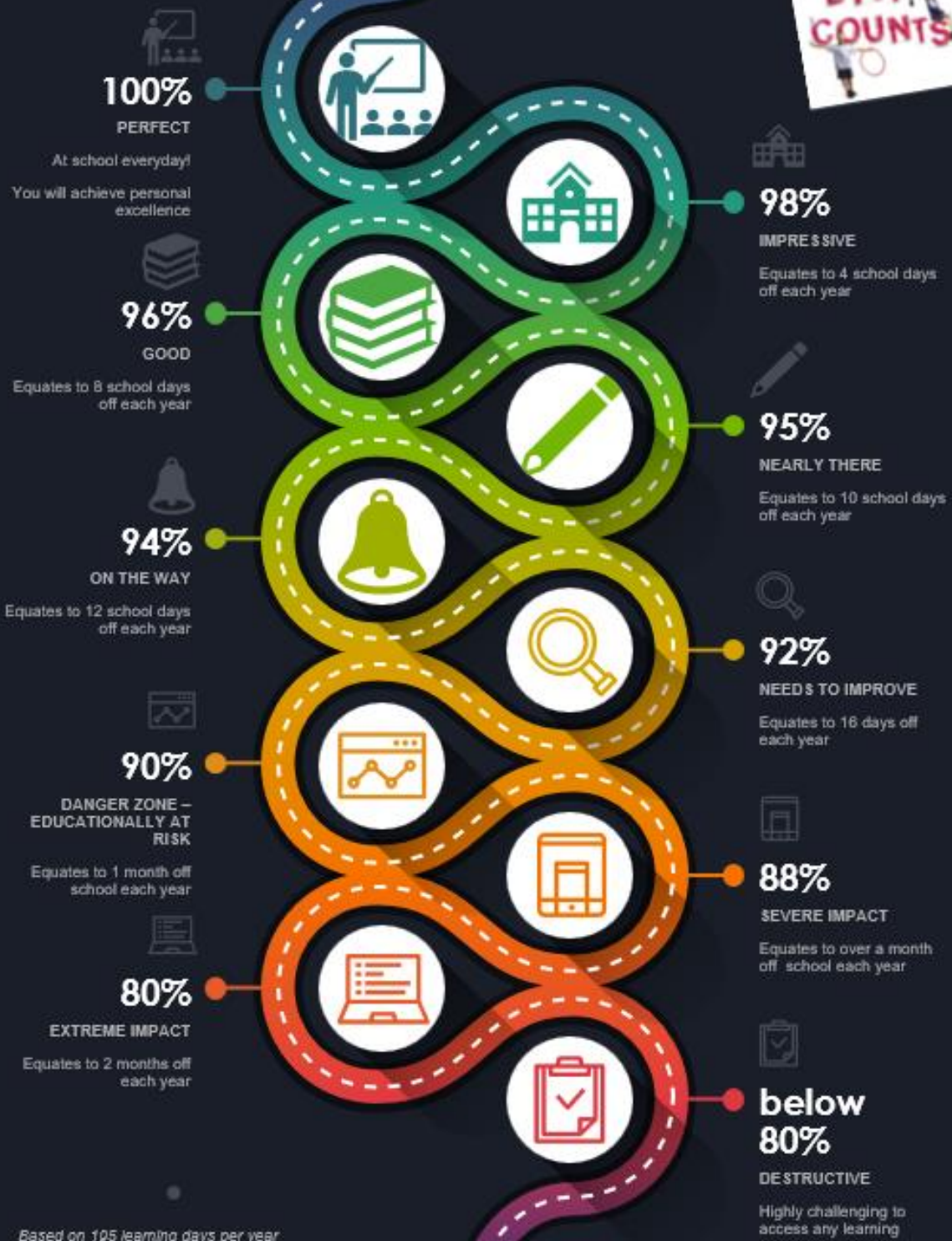
Special Afternoon Tea
50c to \$2.50
Cash only







Term 1, Issue 2, 2023
Brochures out now
(order via online only)
Orders close
Friday 24th March



Join more than 600 young musicians from 23 schools across the Central Coast



Central Coast Conservatorium Of Music

School Band Program 2023

“ The music stretches me, in a good way, and continues to do so. If you have the chance to be part of this band program, I advise you to join in!

Reggie Wu, student

ENROL TODAY
The Schools Program is an excellent and affordable way to get your child started in music. Enrol today using the QR CODE.



SCAN ME

Do you want to learn an instrument and play in a band? Come and be part of a fun and engaging learning environment while experiencing the educational benefits of learning a musical instrument.

Program includes:

- One-to-one or small group lessons at school with Conservatorium teachers
- Whole band rehearsals with Conservatorium conductors
- Performance opportunities at school and external events

For more information phone 4324 7477 or visit our website:
www.centralcoastconservatorium.com.au/schools-program

Scouts is for everyone!

Scouting is a worldwide movement that has shaped the development of children and young adults for over 100 years. With over 18,000 youth and adult members from various cultural and religious backgrounds and with varying abilities, Scouts is one of the largest and most successful youth organisations in New South Wales!

Today's Scouts can take part in an extraordinary variety of outdoor activities, from 'traditional Scouting skills' such as camping and bush craft, through to more extreme challenges such as abseiling, overnight hiking, rafting, canyoning, rock climbing, sailing and even flying! Scouts also have the opportunity to become involved in performing arts, leadership development, community service, amateur radio operation, environmental projects and large-scale events.

scoutreach.org.au

To find your closest Hunter and Coastal Scout Group contact: **1300 858 464**



Joey Scouts (ages 5-8*)

Cub Scouts (ages 8-11)

Scouts (ages 11-14)

Venturer Scouts (ages 14-17)

Rovers (ages 18-25)

Leaders (ages 18+)

*A young person can join the Joey Section at any time after their 5th birthday provided they are attending school full time.



SCAN ME

NAPLAN

Information for parents and carers

2023

Why do students do NAPLAN?

NAPLAN is a national literacy and numeracy assessment that students in Years 3, 5, 7 and 9 sit each year. It is the only national assessment all Australian students have the opportunity to undertake.

As students progress through their school years, it's important to check how well they are learning the essential skills of reading, writing and numeracy.

NAPLAN assesses the literacy and numeracy skills that students are learning through the school curriculum and allows parents/carers to see how their child is progressing against national standards and over time.

NAPLAN is just one aspect of a school's assessment and reporting process. It doesn't replace ongoing assessments made by teachers about student performance, but it can provide teachers with additional information about students' educational progress.

NAPLAN also provides schools, education authorities and governments with information about how education programs are working and whether young Australians are achieving important educational outcomes in literacy and numeracy.

Your child will do the NAPLAN tests online

Schools have transitioned from paper-based to computer-based assessments. All Year 3 students will continue to complete the writing assessment on paper.

Online NAPLAN tests provide more precise results and are more engaging for students. One of the main benefits is tailored (or adaptive) testing, where the test presents questions which may be more or less difficult depending on a student's responses.

Tailored testing allows a wider range of student abilities to be assessed and measures student achievement more precisely. A student's overall NAPLAN result is based on both the number and complexity of questions they answer correctly. Your child should not be concerned if they find questions challenging; they may be taking a more complex test pathway.

What does NAPLAN assess?

NAPLAN assesses literacy and numeracy skills that students are learning through their regular school curriculum.

Students sit assessments in writing, reading, conventions of language (spelling, grammar and punctuation) and numeracy. The questions assess content linked to the Australian Curriculum: English and Mathematics.

All government and non-government education authorities contribute to the development of NAPLAN test materials.

To find out more about NAPLAN, visit nap.edu.au.

Participation in NAPLAN

NAPLAN is for everyone. ACARA supports inclusive testing so all students have the opportunity to participate in the national assessment program.

Adjustments are available for students with disability who have diverse functional abilities and needs.

Schools should work with parents/carers and students to identify, on a case-by-case basis, reasonable adjustments required for individual students with disability to access NAPLAN. Adjustments should reflect the support normally provided for classroom assessments.

To help inform these decisions, you may consult the [NAPLAN public demonstration site](#), the [Guide for schools to assist students with disability to access NAPLAN](#), or our [series of videos](#) where parents/carers, teachers and students share their experiences in using NAPLAN adjustments.

In exceptional circumstances, a student with a disability that severely limits their capacity to participate in the assessment, or a student who has recently arrived in Australia and has a non-English speaking background, may be granted a formal exemption.

Your school principal and your local test administration authority can give you more information on adjustments for students with disability or the process required to gain a formal exemption.

What if my child is absent from school on NAPLAN days?

Where possible, schools may arrange for individual students who are absent at the time of testing to complete missed tests at another time during the school's test schedule.

What if my school is closed on NAPLAN days?

Schools with compelling reasons may be given permission to schedule tests after the 9-day test window.

What can I do to support my child?

Students are not expected to study for NAPLAN. You can support your child by reassuring them that NAPLAN is a part of their school program and reminding them to simply do their best. Some familiarisation and explanation of NAPLAN is useful to help students understand and be comfortable with the format of the tests. Teachers will ensure students are familiar with the types of questions in the tests and will provide appropriate support and guidance.

ACARA does not recommend excessive preparation for NAPLAN or the use of services by coaching providers.

See the types of questions and tools available in the online NAPLAN assessments at nap.edu.au/online-assessment/public-demonstration-site.

NAPLAN timetable

The NAPLAN test window is 9 days. This is to accommodate schools that may have fewer devices.

The NAPLAN test window starts on Wednesday 15 March and finishes on Monday 27 March 2023. Schools are advised to schedule the tests as soon as possible within the testing window, prioritising the first week.

How is my child's performance reported?

Individual student performance is shown on a national achievement scale for each assessment. This scale indicates whether the student is meeting expectations for the literacy and numeracy skills needed to participate fully in that year level.

A NAPLAN individual student report will be provided by your child's school later in the year. If you do not receive a report, you should contact your child's school.

How are NAPLAN results used?

- Students and parents/carers may use individual results to discuss progress with teachers.
- Teachers use results to help identify students who need greater challenges or extra support.
- Schools use results to identify strengths and areas of need to improve teaching programs, and to set goals in literacy and numeracy.
- School systems use results to review the effectiveness of programs and support offered to schools.
- The community can see information about the performance of schools over time at myschool.edu.au.

Where can I get more information?

For more information about NAPLAN:

- contact your child's school
- contact your local test administration authority at nap.edu.au/TAA
- visit nap.edu.au

To learn how ACARA handles personal information for NAPLAN, visit nap.edu.au/naplan/privacy.

| Test | Scheduling requirements | Duration | Test description |
|-------------------------|---|--|--|
| Writing | <ul style="list-style-type: none">• Year 3 students do the writing test on paper (on day 1 only)• Years 5, 7 and 9 writing must start on day 1 (schools must prioritise completion of writing across days 1 and 2 only, with day 2 only used where there are technical/logistical limitations) | Year 3: 40 min Year 5: 42 min Year 7: 42 min Year 9: 42 min | Students are provided with a 'writing stimulus' (sometimes called a 'prompt' – an idea or topic) and asked to write a response in a particular genre (narrative or persuasive writing) |
| Reading | <ul style="list-style-type: none">• To be completed after the writing test• To be completed before the conventions of language test | Year 3: 45 min Year 5: 50 min Year 7: 65 min Year 9: 65 min | Students read a range of informative, imaginative and persuasive texts and then answer related questions |
| Conventions of language | <ul style="list-style-type: none">• To be completed after the reading test | Year 3: 45 min Year 5: 45 min Year 7: 45 min Year 9: 45 min | Assesses spelling, grammar and punctuation |
| Numeracy | <ul style="list-style-type: none">• To be completed after the conventions of language test | Year 3: 45 min Year 5: 50 min Year 7: 65 min Year 9: 65 min | Assesses number and algebra, measurement and geometry, and statistics and probability |



Calm Kids Central Free Webinar Series - for parents/caregivers with children with big feelings or life challenges

(Clinical Child Psychologist Kirrilie Smout)

Learn to support your primary school aged child with worry, managing frustration, feeling more co-operative and managing tricky issues.

Webinar 1: "*Calm and Confident Kids*" - learn to help children with a tendency towards worry, stress or anxiety. Monday 6th of March 2023 at 7pm (ACDT), or 7.30pm (AEDT)

Webinar 2: "*Calm and Co-operative Kids*" - learn to support children with big feelings - to manage frustration and feel more co-operative. Monday 20th of March 2023 at 7pm (ACDT), or 7.30pm (AEDT)

Webinar 3: "*Calm and Connected Kids*" - learn to help children to develop positive friendships and manage peer difficulties Monday 27th of March 2023 at 7pm (ACDT), or 7.30pm (AEDT)

To register (you can attend 1 or all 3) please go to: <https://developingminds.net.au/webinars>

Are you a *child mental health professional or educator*? Please join us and STAY for 15 minutes at the end of the parent/caregiver webinar for 15 minutes for a few essential ideas for working as a professional with children with these concerns.



Presented by clinical child psychologist Kirrilie Smout. Kirrilie has had 25 years experience in working with children and families, is the author of two books about children and mental health and regularly consults with national bodies about child mental health concerns. She is the Director of Developing Minds Psychology and Education Services and Calm Kid Central programs. CKC is an online program of courses and games for children to help them manage emotional health challenges.

www.calmkidcentral.com

Any questions please contact Sandra on: sandra@developingminds.net.au

Calm Kid Central is supported by Gippsland Primary Health Network Victoria, Adelaide Primary Health Network, CAMHS Central Coast NSW, WHIN NSW and HCF health insurer.

SUMMARY OF OFFICE BEARER POSITIONS

PRESIDENT

The President is responsible for:

- the successful functioning of the P&C Association meetings;
- the attainment of the P&C Association's objectives;
- ensuring that the P&C Association takes part in decision-making processes in the school;
- ensuring fair participation of all members and that all new members are made to feel welcome;
- supporting volunteers;
- consistent adherence to the Constitution;
- acting as the P&C Association's spokesperson when public statements or actions are needed;
- setting up lines of communication with the Principal;
- being signatory on the Association's bank accounts;
- chairing meetings;
- giving the P&C speech at Presentation Day;
- reviewing Minutes of Meeting prior to distribution to members;
- monitoring and keeping Facebook Group up to date with help of other office bearers;
- monitoring the email account nararapublicschool-pres@pandcaffiliate.org.au.

TREASURER

The Treasurer is responsible for:

- complying with financial accountability requirements;
- receiving and depositing funds;
- drawing cheques and making electronic payments;
- ensuring that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association;
- being signatory on the Association's bank accounts;
- maintaining the financial records of the P&C and arranging for the annual audit;
- budgeting, planning and cashflow;
- preparing and presenting financial report at each P&C meeting;
- monitoring and keeping Facebook Group up to date with help of other office bearers;
- reporting and keeping records up to date with the ACNC;
- keeping ATO records up to date;
- issuing P&C membership receipts;
- monitoring the email account nararapublicschool-treas@pandcaffiliate.org.au.

SENIOR VICE PRESIDENT

The Senior Vice President is responsible for:

- supporting the President and other office bearers;
- attending Canteen committee meetings and being the Canteen convener;
- providing Canteen Report to the P&C Association at monthly general meetings;
- being signatory on the Association's bank accounts;
- ensuring employer obligations are being met and correct records are being kept in line with requirements;
- chairing meetings and carrying out other Presidential roles when the President or Junior Vice President is unable;
- monitoring the email account nararapublicschool-vp1@pandcaffiliate.org.au;

JUNIOR VICE PRESIDENT

The Junior Vice President is responsible for:

- supporting the President and other office bearers;
- chairing meetings and carrying out other Presidential roles when the President is unable;
- being signatory on the Association's bank accounts;
- monitoring and keeping Facebook Group up to date with help of other office bearers;
- monitoring the email account nararapublicschool-vp2@pandcaffiliate.org.au.

SECRETARY

The Secretary is responsible for:

- receiving and tabling all P&C correspondence;
- preparing meeting Agendas in consultation with President;
- attending P&C Association meetings to take notes in order to produce a set of Minutes for subsequent distribution to members;
- preparing general correspondence and newsletter advertisements on behalf of the P&C;
- maintaining official records of minutes, attendance and list of financial (voting) members;
- keeping P&C Federation records up to date;
- monitoring and keeping Facebook Group up to date with help of other office bearers;
- looking after Constitution, By-Laws, Agreements and Sub-committee policy documents;
- monitoring the email account nararapublicschool@pandcaffiliate.org.au.

SUMMARY OF SUB-COMMITTEE POSITIONS

UNIFORM SHOP COORDINATOR

The Uniform Shop Coordinator is responsible for:

- taking and processing uniform shop orders received online and in person via shop;
- ensuring that the uniform shop opens and operates two mornings per week (Tues and Fri, 8.15 - 8.45am) and extending and manning shop hours for special events such as headstart and start of school year;
- ensuring the shop is clean, tidy, presentable and functions smoothly;
- managing shop volunteers;
- managing stock levels to meet demand whilst maintaining it within the insurance premium, ordering stock and managing supplier relationships;
- undertaking stocktake end of term to meet insurance and auditing compliances;
- handling petty cash, banking and maintaining receipt book to record all sales;
- maintaining and updating Flexischool online content;
- maintaining and updating documents - price list, order form, uniform policy, process documents, etc;
- monitoring the gmail account nararaps.uniforms@gmail.com
- communicating uniform policies and seasonal items in timely manner to the school community in conjunction with the school principal;
- working closely and communicating with Uniform Shop Treasurer to ensure supplier payments, records and shop management is conducted smoothly, in compliance and on time;
- communicating clearly and openly with school principal, P&C committee and P&C members any uniform shop / item related content that needs to be managed and addressed for the wider community;
- attending P&C meetings.

CANTEEN TREASURER

The Canteen Treasurer is responsible for:

- processing payroll, issuing payslips and ensuring payment of PAYG and Superannuation;
- issue cheques and pay invoices as required in relation to the canteen accounts;
- maintaining the financial records of the Canteen;
- ensure relevant funds are kept for long service leave where applicable;
- review pay rates in January and July each year to check we are keeping in line with Fair Work Australia guidelines;
- provide canteen reports and updates to executive as and when required;
- attending Canteen Committee meetings;
- preparing a monthly report for each P&C meeting;
- maintain the gmail account nararaps.canteen@gmail.com;
- providing the Treasurer with Canteen records for audit.

FUNDRAISING COORDINATOR

The Fundraising Coordinator is responsible for:

- forming a Fundraising Committee of at least 5 members;
- holding a Fundraising Committee meeting at least once per term;
- providing the community with 7 days notice of any fundraising meeting via the school newsletter;
- identifying and organising events for fundraising;
- approaching potential sponsors for the purpose of fundraising;
- recording fundraising money in a spreadsheet by event;
- monitoring the gmail account NPSFundraising@gmail.com;
- providing the Treasurer with fundraising records for preparation of audit;
- providing an update of fundraising activities at each meeting of the P&C;
- providing all receipts and invoices to the P&C Treasurer for reimbursement or payment;
- overseeing and ensuring the smooth running of all P&C Fundraising events;
- keeping the President up to date with fundraising matters.

UNIFORM SHOP TREASURER

The Uniform Shop Treasurer is responsible for:

- maintaining the monthly financial records of the Uniform Shop, including the preparation of a monthly report for each P&C meeting;
- signing off on stock take at the end of each term and providing a stocktake report to the Treasurer;
- monitoring the gmail account nararaps.uniforms@gmail.com for all finance related queries;
- storing all copies of financial documents, saved to the Uniform Shop Dropbox account;
- maintaining insurance levels in accordance with stock on hand (at school premises);
- maintaining receipt/invoice books, recording cash sales in the Petty Cash Register each month;
- payment of all Uniform Shop supplier invoices using Bendigo Bank or Westpac P&C Accounts;
- maintaining the Supplier Payment Register which records all uniform shop supplier payments
- providing the Treasurer with Uniform Shop records for preparation of yearly audit;
- supporting the Uniform Shop Coordinator with any uniform reviews required by the Principal or Dept of Education;
- acting as a secondary/back up approver for bank payments loaded by the Treasurer or Canteen Treasurer.

COMMUNITY NEWS

OSH CLUB at NARARA.

Come along and meet our staff.

We pride ourselves on providing your child/ren with fun, play based learning experiences before and after school as well as during the school holidays. Whether your child attends OSH daily or only occasionally, each visit is an exciting and engaging adventure.

We also fuel their curious minds and growing bodies, helping to shape your child's understanding of health and wellness positively.

On our menu we have (Gluten free), and Vegan options.

We have qualified staff so as a parent you can be confident that your child/ren are always safe.

For bookings.

Oshclub.com.au just click and reg