

Welcome Booklet 2024



MAYFIELD STATE SCHOOL P&C ASSOCIATION

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REACH for the sky

Welcome

For new families, welcome to Mayfield State School, and for existing families, welcome back for another exciting year at our amazing school!

2024 promises to be an exciting year at Mayfield State School as we continue to grow as a community and support our children through their early years of learning.



Our P&C Association

Working in partnership with our school Principal and community, we work to promote the interests of the school, and improve facilities and opportunities, to achieve the best possible outcomes for our students.

Our objectives are focused on the needs of our school, and we operate under a constitution. Our P&C is made up of parents, carers and teachers who want to contribute to the continual improvement of our school.

Our P&C consists of an Executive committee, members, various sub-committees and coordinators.

Executive Officers:

- President
- Vice President
- Treasurer
- Secretary
- Comms Officer

"You can choose to help at one event, all events or occasionally behind the scenes. Do what you can, all limits are respected in our P&C"



What We Do

Each year our P&C supports the school by providing funds for a variety of educational activities, facilities and equipment, as well as assisting with the purchase of resources.

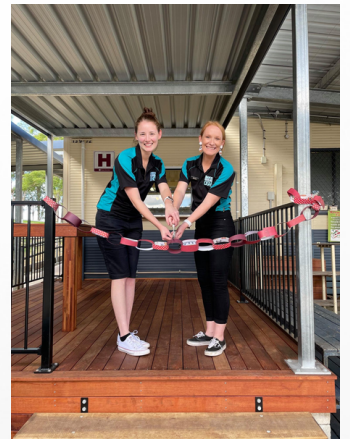
Our P&C runs the following services:

- OSHC (Outside School Hours Care)
- Oasis Cafe (Tuckshop)
- Uniform Shop



The P&C has contributed to the school in many ways, including:

- M.A.C.C.A. construction and development
- New pool covers
- Funded iPads and laptops for classrooms
- Funded computers and other equipment for the ICT Lab
- Renovations of the OSHC & Oasis Cafe kitchens
- Construction of the OSHC outdoor servery area
- Sporting equipment
- Purchase of large performance stage
- Purchase of audio equipment for use at school events
- Catering and support for school events
- Ongoing financial assistance for teacher-aides
- Greenhouse and composting system for our garden club
- Funded subscription to online learning portal (Reading Eggs)
- Assisted funding buses to school camps



The P and C also facilitates:

- Casual tennis court hire
- Casual basketball hire (on-hold)
- Mayfield Marlins Swimming Club

2024 - Term Dates Summary

Term	Date
Term 1	Monday 22 January to Thursday 28 March
Term 2	Monday 15 April to Friday 21 June
Term 3	Monday 8 July to Friday 13 September
Term 4	Monday 30 September to Friday 13 December

Keep an eye on the school newsletter, join the P&C families Facebook page and Qschools to stay up to date with new events



P&C families FB page

Becoming A Member

Participating in our P&C gives you an opportunity to contribute to the decision-making process and shape the future of our school. Your contribution to the P&C can be as large or small as you can manage, and your ongoing support is invaluable.

Any time you can give to the P and C is greatly appreciated and supports the P and C in all of the great work that they do for the school.

Our P&C needs people from all walks of life with a range of talents to enable us to continue to work in partnership with the school, improving the opportunities for our children. The more people involved, the more successful our P&C will be. It is also the best way to get to know other people in the school community and is a lot of fun!

To become a member, you are required to attend a meeting and submit your application form for approval.

The P&C meets on the 3rd Monday of each month in the ICT Lab and online via zoom

A membership form is located at the end of this booklet, otherwise it can be downloaded from the Facebook page or email us at pandc@mayfieldss.eq.edu.au and we can send one out to you.

You can also become a member at our Annual General meeting held in term 1 every year. The AGM is the only time you can become a member of the P&C without the requirement to attend a meeting. Applications must be completed and returned before the AGM to be eligible.

You can return your completed membership form simply by emailing a photo or pdf of it to us, dropping it into the OSHC office between 6.45am - 9.00am and 3.00pm - 6.00pm, or dropping it into the P&C letterbox inside the school office.

If you are a member of the P&C there is no obligation to do anything or attend meetings. You will receive the meeting agenda and minutes for each meeting. It is an excellent way to stay up-to-date, plus you will have the capacity to cast a vote if anything comes up that is important to you.

Getting Involved

Throughout the year there are many opportunities for you to get involved, including:

- Fundraising events:
 - Trivia Night
 - Bunnings BBQs
 - Cinema in the Suburbs
 - Mayfield Colour Madness
 - End of Year Concert
- Grant writing
- Mothers Day Stall
- Fathers Day Stall
- Working Bees
- Tennis Hire

Child Protection Legislation in Queensland mandates that volunteers who are not parents of students attending our school must undergo a "Working with Children" check and receive a Suitability (Blue) Card which must be presented to the school before starting any volunteering.

This includes helping in classrooms and at swimming lessons.

'No card, no start'.

WHENEVER PARENTS OR OTHER ADULTS SPEND TIME HELPING IN THE SCHOOL, THEY NEED TO SIGN IN AND OUT. THERE IS AN IPAD FOR THIS PURPOSE ON THE DESK IN THE OFFICE.

Some ways you can become involved are:

- Helping in your child's classroom or during swimming lessons in terms 1 & 4
- Helping at fundraising events
- Baking for an event
- Becoming a member of our P&C
- Keeping an ear out for small ways to help out!

**Grandparent
volunteers
are
welcome too!**

**We use
volunteersignup.org
for all our volunteering sign-ups**

Note: The blue card application can be completed online in approx. 15min. Please contact us if you need assistance or have questions about the process, we are happy to help!

Grants

Our P&C has a team who apply for all kinds of grants throughout the year.

We are always looking for more people to help us with these applications.

If you are interested in helping out with grants, or come across an opportunity for us to apply for a grant, please let us know! We are always on the look out for ways to support our school.

We have recently been successful in being awarded the following grants:

- ***QLD Government's School Subsidy Scheme ("SSS")***
- ***Stronger Communities Programme***
- ***Lord Mayor's Community Fund***
- ***Queensland Rural and Industry Development Authority 2021 COVID-19 Business Support Grant***
- ***Gambling Community Benefit Fund***



Senior Playground Project

In 2023 the P&C helped fund the construction of our new senior playground.

The senior playground was noted for replacement in the 2021 school upgrade master plan, with input from the students, staff and community. Following design of several concept options the senior students voted on the final option. Construction began in August 2023, with completion due October 2023.



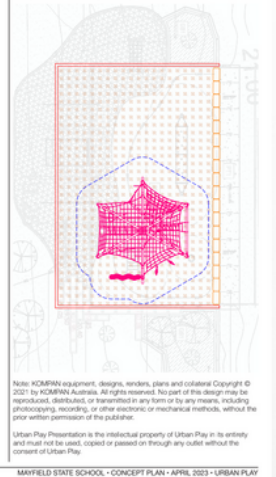
Explorer Dome

Age group 5+
Play capacity (users) 52
Colour options

DESIGNED BY KATE HEISE-SEABROOK
urban play

MAYFIELD STATE SCHOOL | PLAY PLAN

Proposed Site Layout *Option Three.*



Cinema in the Suburbs

A highlight of the Mayfield school year is definitely our Cinema in the Suburbs! This event is held on a Saturday at the end of term 3 each year. It is a popular event and promises to be an exciting afternoon for all the family.

This is the major P&C fundraiser for the year, with ride tickets, raffles, stalls, food and drink sales all contributing to make money for projects at Mayfield State School.

Early each year, we create a sub-committee to prepare this event. Help is needed for an array of tasks including sponsorship, design, marketing, letter box drops, setup and pack-up on the day, etc. While a lot of effort is involved, it is also a lot of fun and a fabulous way to meet other school families.

If you would like to get involved in any way, or want more information, drop us an email at pandc@mayfieldss.edu.eq.au



Outside School Hours Care

Outside School Hours Care (OSHC) is a Mayfield State School P&C Association run service, which is licensed and accredited.

Our dedicated educators look forward to caring for your children and forming a meaningful and lasting relationship with you and your family.

We are open for:

- Before school care (6:45am - 9:00am)
- After school care (3:00pm - 6:00pm)
- Vacation care and pupil free days (6:45am - 6:00pm)

The service is located on school grounds, however it operates separately to the school. There is a strong collaborative relationship between the service, the school and the school community.

Our program is developed in line with the My Time Our Place Framework.

Weekly curriculum plans are emailed out each week to our families and is also displayed in the service for all staff, families and children to view. Children are consulted on a regular basis to decide on future planning activities.

We have photos and profiles of our educators located at the entrance to the OSHC building. Educators are trained in Senior First Aid and hold a wide range of qualifications related to the care of children. Each holds a current Suitability Card for Child Related Employment, issued by the Commission for Children and Young People.

Further information about the services activities, experiences, philosophy and learning and developmental outcomes and goals are available on our website: www.mayfieldssoshc.com

HOT TIP: Complete an OSHC enrolment form even if you don't need the OSHC service immediately - you never know when you might need last-minute care!

We utilise the Xplor Home app allowing parents and carers to book in children for before / after school care from any mobile device and at their convenience. The Xplor Home app also assists with service sign in / sign out, account options, CCS enrolment etc.

Vacation Care at Mayfield

The dedicated educators at OSHC run an engaging vacation care program during the school holidays. Each day is filled with themed activities including crafts, cooking, games and much more, with specific days each holidays for incursions and excursions. Prior to each school holiday period, the Vacation Care program will be emailed out to families outlining the program for each day. Incursion and excursion days do book out quickly so to avoid disappointment, please don't delay in making your booking.

If you have any further enquiries in relation to OSHC and enrolment please email admin@mayfieldoshc.com.au or visit our website.

Oasis Café and Uniform Shop



The tuckshop is known as the Oasis Cafe and is open on Wednesday, Thursday and Friday each week. Whilst also providing special food days and a birthday cupcake service throughout the year.

Ordering is online via the Flexischools App. Order any time however please note the cut off times for each day. You can also place a recurring order for each week.

If you have any enquiries about tuckshop please email oasiscafe@mayfieldoshc.com.au

The uniform shop is open on Friday mornings from 8.30am - 9.00am during school terms only or by appointment.

Please contact us via email at uniformshop@mayfieldoshc.com.au to arrange an appointment.

You can also order uniforms via Flexischools after which your order will be delivered to your child's classroom.

How do I use Flexischools?

You can register by following these steps:

- Download the Flexischools App from the App Store or Google Play and click 'Like to register?' or click on the 'Register' button at the top right of the website.
- Submit your email address to create an account.
- Go to your inbox and open the registration email from Flexischools.
- Click on the link provided (or copy and paste the link into the address bar in a new internet browser window).
- Follow the registration process, create a password and complete your personal details.
- Once your account is set up, log into the Flexischools App or click on 'Log in' at the top right of the website.
- Once registered, you can start placing orders immediately.

If you have any questions, FlexiSchools provide a great help desk on 1300 361 769, or you can contact them via their website.

Let's Keep In Touch

The following resources will help you keep up to date with school and P&C events:

- Join us at the monthly P&C meetings, held in the ICT Lab and via zoom
- Join the 'Mayfield Families, Mayfield State School P&C' Facebook page – request to join today - don't forget to answer the questions so we know who you are!
- Follow the 'Cinema in the Suburbs - Carina' Facebook page – follow our amazing annual event today
- Follow our OSHC on their Facebook Page - 'Mayfield SS P and C Assoc. OSHC'
- QSchools app – School notifications, newsletters, contact details and calendar events
- Qparents app – Notify of absences in advance or on the day
- The following websites also have a wealth of information:
 - www.mayfieldss.eq.edu.au
 - www.mayfieldssoshc.com

Additionally, if you have any other ideas that could support the school and all Mayfield children, please contact any of the P&C executive team via email - pandc@mayfieldss.eq.edu.au

"P&Cs are open to all families who want to support their children and their school. Most members are also juggling work, chores, kids, sports and homework"

Application for P&C Membership for 2023 & Code of Conduct Mayfield State School P&C Association

Please complete and return to the P&C Secretary or email at pandc@mayfieldss.eq.edu.au

Name:

Address:

Email:

Home phone:

Mobile phone:

I am: (please tick)

- ☐ a parent of a student attending the school
- ☐ a staff member of the school
- ☐ an adult interested in the school's welfare, and my date of birth is/...../.....

If you are an adult interested in the school's welfare, please provide:

- Current Blue Card number:
 - Expiry date:
 - Date of birth*:
** Date of birth details are required to link with Blue Card portal*

If applicable, please provide details of your children who are students at Mayfield State School.

- Name: Class:
- Name: Class:
- Name: Class:

I am: (please tick)

- ☐ applying for new membership
- ☐ renewing my membership.

I apply for membership in the Mayfield State School Parents and Citizens' Association and I undertake to:

- a) promote of the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association. If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

Signature:

Date:/...../.....

Code of Conduct For P&C Association

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the whole school community at all times
- act in compliance with the Constitution
- act and work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017* and the Department of Education's policies and procedures relevant to P&C Association operations
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct if the school has one.

Signature:..... **Date:**...../...../.....

P&C Secretary Use

Date received:/...../..... Date accepted:/...../.....

Secretary's signature:

Entered in P&C Register. ☐