



Information Pack



WELCOME!

On behalf of the members of the P&C, we welcome all parents and carers of our incoming students for 2025. What an exciting time!

We look forward to seeing you in and around our school and at our P&C meetings in 2025.

Below is some information on who we are and what we do and how you can be involved!

Our Purpose

Our P&C is a not-for profit organisation comprised of parents, carers and community members who work in partnership with our teachers, staff and school to support, improve and develop facilities and learning resources available to all children who attend our school.

In 2023 / 2024, the P&C has contributed towards the new basketball hoops and refreshing the lines on our Court and playground games, provided student readers and quality texts for all students and mathematical resources. We were also successful in securing a Grant for \$56,100 to upgrade the support unit playground.

The P&C operates the Uniform Shop – Friday mornings from 9:00am until everyone is served and we also operate Book Club with all profits being donated back to the school.

We also hold various fundraisers throughout the year including Mother's and Father's Day stalls.

As you can imagine the above does not just happen without volunteers dedicating their valuable time to ensure our school is the best it can be.

How you Can Be Involved

As parents like you we understand that starting school and finding time can be difficult and we ask that all parents and carers get involved as much or as little as they can.

Everything we do is for the benefit of all of our children and the school and is a great opportunity to get involved.

If you can spare an hour (or more) once a week, month, a term a year we would greatly appreciate your help to have some extra hands to support "events" such as Easter, Mother's Day, Father's Day, School Disco.....etc).

So, Mums, Dads, Carers, Older siblings 18+, Grandparents & Friends of PWPS please be generous with your time and help us build a strong school community.

You don't need to be a member of the P&C or attend all of our meetings to volunteer at any of our fundraising events.

Meetings

Our Meetings are held on the 2nd Tuesday of each month at 7:00pm in the new school building and via ZOOM – All are welcome.

Involvement with the P&C is a great way to meet other parents and be a part of the school's operation and trust that you can appreciate the importance of the P&C being as widely represented as possible.



Becoming a P&C Member

Membership is open to all parents and guardians of students enrolled at the school, all citizens within the school community and others as outlined by the P&C Association.

By becoming a financial member, you are able to participate in the democratic decision-making processes, be nominated and can hold an official position on the P&C.

Over the next pages we have provided some further information in relation to our Uniform Shop, Ordering Online (Flexischools) and Volunteering.

If you have any questions or would like to get in touch, please feel free to email me on penshurstwestpandc@gmail.com

We wish all of the children starting school in 2025 all the very best and as parents of children already at the school we know you are in very good hands with all the fabulous teachers and staff.

P&C Facebook - Stay Connected!

Please join the Penshurst West Public School P&C page to ensure you have all the latest information and to ask any questions.

<https://www.facebook.com/groups/PenshurstWestPS.PC>

You can also contact the P&C via email - penshurstwestpandc@gmail.com



Melinda Wood
President



Our Executive Committee, Manager & Sub-Committee for 2024

President

Melinda Wood



Vice President

Louisa McKenzie



Secretary

Jade Tofohe



Treasurer

Emma Howe



**Uniform Shop
Coordinator**

Karen James





Volunteers

Without our team of volunteers, the P&C wouldn't exist, and WE NEED YOU!

Volunteering is an extremely important part of this school and enables your child to have access to fun events, extra recreational activities, technology and sporting equipment. Without dedicated and helpful parents, carers and teachers, none of this is possible.

Children love to see their parents in and around the school and our parents and carers also love to see their children at school and meet their friends. It also provides an opportunity to meet other parents and support the school and therefore the children.

Please don't rely on the fact that someone else will do it and think about what time you could offer the school, as much as you can give, if that is once a month or once a year, it makes all the difference to many opportunities. Below are some tips on volunteering.

Volunteering Tips

- You don't need to speak English well to volunteer, all the children speak loads of different languages
- Grandparents, Uncles and Aunties are welcome to volunteer too
- You can volunteer as little or as much time as you can spare
- You can volunteer for things during the day, at the weekend or after school
- Nothing is hard, you will be shown what to do
- You don't need to be a P&C member to volunteer

Volunteering

These are usually for events e.g. Mother's Day Stall, Father's Day Stall, End of Year Disco and other.

Each year we also need volunteers to form part of our Executive Committee in the roles of President, Vice President, Treasurer and Secretary. If you are interested in any of these roles or learning more about them, please let us know – penhurstwestpandc@gmail.com





Uniform Shop

Our Uniform Shop is run by our Uniform Coordinators, who are volunteers and they are very much looking forward to assisting with getting your eager learner dressed to learn!

All children at Penshurst West Public School are expected and encouraged to wear the school uniform.

Wearing uniforms in school, helps create pride in students and provides a shared identity. It supports our school values of Respect and Responsibility while also promoting the school outwardly to the community.

Our School Colours

Penshurst West Public School colours are maroon, white and grey. Students are required to wear full school uniform to school each day (unless otherwise notified).

Opening hours

The uniform shop is in the school administration building next to the school office. It is open each Friday morning during term from 9.00am until everyone has been served. On busy days please be patient with us.

How to Order

The usual procedure will be to order and pay online, using Flexischools.

Orders must be in by 4.00pm Thursday for a Friday morning pick up or delivery to your child's classroom next year. Payments on the day will be by card only (no cash) and there is a 1.9% service fee on our card payment system.

We are sure some would like to purchase prior to the end of the year. To order online you will be required to create a Flexischools account, how to set up your Flexischools account is below. For new Kindy parents using Flexischools - a 'New Starter 2025' class has been added. If you already have your child set up, please update to this class before you order.

We will also arrange a special uniform open day next year. This is always a popular day, we will serve everyone in turn so please be patient, there may be a queue. We will arrange for updates to be posted via Facebook.

Please consider joining the Penshurst West Public School P&C group. This is a great place to ask questions and get other information as well as reminders of things happening in the school.

Returns / Exchanges

If after picking up your order, you need to change sizes, please contact us via email and we will be in touch pwpsuniform@gmail.com.

We welcome returns however, the original tags must still be attached.

We have attached a price list for your reference and if you have any other questions, please email us we are more than happy to help.



School Uniform Price List

All prices include GST
Prices subject to change

BOYS		\$
Grey Shorts	Size 2 - 16	18.00
Grey Long Pants	Size 2 - 16	22.00

GIRLS		\$
Summer Tunic Dress	Size 4 - 16	46.00
Summer Tunic Dress	Size 18	56.50
Culottes (Shorts) (wear with polo shirt)	Size 2 – 16	30.00
Skort (wear with polo shirt)	Size 4 – 16	20.00
Winter Tunic Dress (wear with plain white long sleeve top)	Size 4 – 16	52.00
Winter Bootleg Pants (wear with polo shirt)	Size 4 – 18	30.00
Girls Pony Bow	One Size	4.00

BOYS & GIRLS all items with school logo		\$
Polo Shirt Short Sleeve	Size 6 – 18	30.00
Polo Shirt Long Sleeve	Size 6 – 16	32.00
Jumper (Fleecy)	Size 4 – 16	30.00
Zip Jacket (Fleecy)	Size 4 – 16	30.00
Zip Jacket (Microfibre)	Size 4 – 16	40.00
School Hat (2 sizes)	57cm & 59cm	14.00
School Bag	1 Size	44.00
Library Bag	1 Size	12.00



FRIDAY SPORTS YEARS 3 – 6 ONLY		\$
Boys Sport Shorts (limited stock)	Size 10 & 14	25.00
Unisex Sport Shorts	Size 6 - 14	25.00
Sport Shirt with school logo	Size 6 – 16	25.00
Sport Socks (for football, hockey etc)	2 - 8 or 8 - 11	10.00
Track Pants – (Microfibre)	Size 4 – 16	26.00

Prices current as of 30/08/2024



Flexischools

To order from the canteen and purchase your uniforms online is via Flexischools.

Please see below instructions on how to Set up your account and How to Order.

How to Set up your account

1. Download the Flexischools App

Download the app from the [App Store](#) or from [Google Play](#).

Note: for iPhone and iPad please select 'Allow' notification

2. Using a desktop Computer

Go to <https://www.flexischools.com.au/>

3. Register

Open the Flexischools App and click 'Like to register?'

Enter your email address and click 'Register'.

You will be sent a registration email. Follow the instructions in the registration email to finish setting up your account.

Once your account is set up, login to the Flexischools App, select the Profile icon on the grey navigation bar, select Student and 'Add a student', search for **Penhurst West Public School**, select their year level and class (**Please select New Starter 2025**) and enter their details.

4. Top Up Your Account

You can pay via Paypal or Credit/Debit card when you order, or you can use funds added to your Flexischools Account. To make ordering fast and simple, you can also set up automatic top ups via Paypal or Credit/Debit card for when your account goes below a 'trigger' level.

- Payments via Paypal and Credit/Debit card will incur a surcharge
- FEE FREE account top up can be done via Bank Transfer, however this takes 3-5 business days to process.



Profile

YOUR ACCOUNT

Available Balance
\$ 0.00

Account Balance
\$ 0.00

TOP UP

Wallet

Account topup

Paying with PayPal

Edit



Choose another way to pay

Purchase amount: \$

*PayPal purchases will incur a surcharge of \$0.07 + 0.90%

Top Up

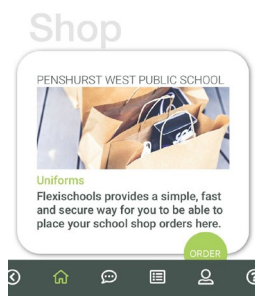
Other options: Setup automatic topups



How to Order

1. Place your order

In the Flexischools App, swipe up and down to find the service category you are interested in, swipe left and right to find the service you are interested in and select the green 'Order' button.



← Uniform shop orders here

2. Make your selection

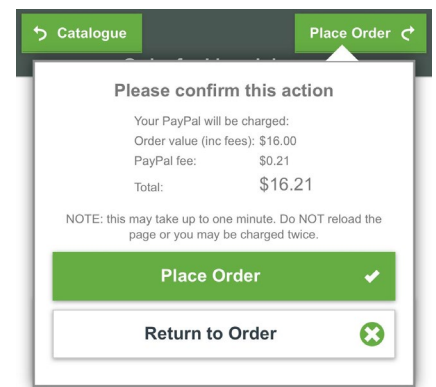
- If you have more than 1 child, select the child for the order
- Select the date of your order.
- Then select the items you wish to order by pressing on the green + button
- When all items added, press 'Confirm Order' in the top right

3. Make payment

On your order page, verify your payment method at the bottom of the order and press 'Place order' in the top right.

Please note there is a Service Fee per order, separate to the Paypal or Credit/Debit card fee.

You should receive a confirmation email for your order.





Book Club

Book Club is a great way to engage children in the wonderful world of books.

Each Term there are 1 -2 Catalogues sent home for you to browse. There is absolutely no obligation to purchase.

HOW TO ORDER BOOKCLUB

If you would like to order Book Club, The Book Club LOOP platform for parents allows you to order and pay online by credit card.

To create a new LOOP account please use this link and follow the prompts <https://mybookclubs.scholastic.com.au/Parent/Register.aspx>

Once your account is created you can select your child & their class and start your order.

Online orders are submitted directly to our P&C and the books will be delivered to your child's class. You can also mark your order as "GIFT" and your order may be collected from the Office (without your children knowing)

If you already have an account You can place your child's order at [scholastic.com.au/loop](https://www.scholastic.com.au/loop) or by using the LOOP app only.

No cash orders will be accepted and 15% of each order helps earn free rewards for our school.

Any questions please feel free to email penshurstwestpandc@gmail.com

The graphic features the Scholastic logo (a red book icon and the word 'SCHOLASTIC' in white on a red background) at the top. Below it, the text 'Book Club LOOP' is written in large, bold letters, with 'Book Club' in blue and 'LOOP' in red. Underneath, 'for Parents' is written in a smaller, grey font.

SCHOLASTIC

Book Club LOOP

for Parents

LOOP is the Scholastic Book Club
Linked Online Ordering & Payment platform for parents.

To order and pay for Scholastic Book Club by credit card visit:

www.scholastic.com.au/LOOP

