‘Endeavour to Excel’
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‘Communicating with our Caring Community’

Wednesday, 11th February 2015

DATES TO REMEMBER

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<td>11 February</td>
<td>P&amp;C Meeting 7pm in staffroom – all welcome</td>
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PRINCIPAL’S MESSAGE

Great School
Ourimbah is a great school, as confirmed by our surveys at the end of last year. We are fortunate to be part of such a cohesive, collaborative, supportive school community that works so well together. Ourimbah is by far the BEST SCHOOL that I have been involved in. Thank you to the students, staff, parents, carers and community who make it the great place that it is.

Kindergarten
Our Kindergarten students started last week a little nervous, however very excited to be starting ‘big school’. It was wonderful to hear from so many parents, how settled and ready their children were. They attributed this to our dynamic Kindy Transition Program which not only helped children transition, but ensured they were ready to undertake the new and exciting adventures of Kindergarten. It is rewarding for us to have so many families choose our school for the academic, social and emotional welfare of their children. Like our motto, we are continuing to ‘Endeavour to Excel’ through excellence, opportunity and success.

Communicating With Our Valued Community
We are one of the few schools that send home a Class Newsletter at the beginning of each term. Our aim is to keep you better informed about teaching and learning in your son or daughters classroom. Please take time to read the Class Newsletters, they are very informative. In most cases teachers have asked you to provide some basic equipment, for example a pencil case or pencil sharpener. This information was sent home at the end of last year and again last week in the newsletter. I
encourage you, where possible, to provide your child with this basic equipment. We understand that in some instances this will not be possible. If this is the case, please let your child’s teacher know and alternative arrangements will be made. When students have basic equipment they are more organised for learning and do not waste valuable teaching and learning time trying to find or borrow equipment from others. Generally speaking, students that are organised for learning are more focused, spend longer on the task and achieve better outcomes.

Punctuality
Parents are reminded that school starts promptly at 8:50 am. Please ensure that your children are at school on time to start the day with the rest of their class. Research indicates that children who are at school on time and do not have frequent absences generally perform better that students who arrive late and have frequent absences.

Parent Teacher Meetings
All Parent Teacher Meetings will take place on Monday, 16th February.

Kindergarten (K)
5.30 pm – 6.00 pm: KS, KT, KB & K/1M (in the library)

Stage One (Yrs 1 & 2)
6.10 pm – 6.40 pm: K/1M, 1P, 1A, 1/2 MA, 2 M, 2AKG (in the library)
2/3F (in the classroom)

Stage Two (Yrs 3 & 4)

Stage Three (Yrs 5 & 6)
7.30 pm – 8 pm: 4/5A, 5/6E, 5/6D & 5/6W (in the classroom)

Primary meetings will take place in your child’s classroom. Kindergarten, Yr 1 and Yr 2 will be meeting in the library. We would love to see you all there. This is a wonderful opportunity to meet the teacher, to find out about teaching and learning in your child’s class and to show your children that you are genuinely interested in their education and their school. This is not an evening for the students, it is for parents and teachers. It would be very much appreciated if you could please make alternative arrangements for your children while you attend the Parent Teacher Meeting.

Forward Planning
Some parents have asked for information regarding upcoming costs throughout term one. We hope that this section is of assistance. Detailed notes regarding the purchase of textbooks, Mathletics and Reading Eggs have already been sent home. The Swimming Carnival note will be sent home this week. Notes sent home are also available on our website.

Costs:
- Mathletics (Kinder to Yr 6): $15
- Reading Eggs & headphones (Kinder to Yr 6): $20
- Textbooks (Yr 1 to Yr 6): cost varies with each grade
- Primary Swimming Carnival (Yr 3 to Yr 6): $9
- School Photos in week 8 (Kindergarten to Yr 6): cost varies according to the package purchased, ranging between $18 & $37
- Voluntary school contributions: only $45 per student or $100 per family. Please note, this is significantly less than the $10 000 per child fee that parents are asked to pay at a nearby private school.

TEXT BOOK SALES
Textbooks will be on sale next Monday, 16th February. Please bring your textbook envelope, with money enclosed, on this day. Please check that the envelope is filled in correctly with name and class details. Send correct money ONLY as no change can be given on the day. Please note, in most grades there has been a significant decrease in text book requirements.

Parenting Style
This morning I talked to some of our new parents about their individual parenting styles. I asked, “What sort of parent are you? Are you a helicopter parent – always hovering over your child? Are you a fire-fighting parent - always fighting your child’s battles for them? Or perhaps you have a different style.” This resulted in much discussion.

What we know is that children need the freedom to make mistakes and to learn from them, to have an occasional argument with friends but to learn from it. If we constantly hover over or fight our children’s battles they will never learn vital life-long skills. Parenting is not easy and striking a balance between support, nurture and empowerment is one of the greatest challenges faced. One thing is for sure, we all
want the BEST possible outcome for your children.

Class Coordinators
Paperwork explaining the P & C’s Class Coordinators initiative in Kindergarten, Yr 1 and Yr 2 classes went home last Thursday. If you haven’t already read it, please do so as this initiative is designed to support both parents and the school. We will be having an induction meeting for Class Coordinators on Wednesday, 18th at 2 pm in the staff room.

Parents and Citizens (P&C) Meeting
The first P & C meeting for the year will be held tonight, Wednesday 11th February at 7.00 pm in the staffroom. All parents are invited to attend and we would love to see some new faces there.
An important item on the agenda is consultation regarding the new School Plan 2015-2017 which is still in draft form.

Please Note
Our student numbers have gone up considerably and we now have 443 students. We have formed an 18th class and as a result will need a demountable classroom installed. The demountable will be located between the back of the library and the newer two storey brick building.

Contacting Teachers
Parents are encouraged to contact your child’s teacher as needed. However, please be mindful that during the school day (8:55 am - 2:50 pm) the teacher’s main responsibility is to deliver the class program and attend to the immediate needs of the students. If it’s urgent, teachers are happy for parents to give them a really quick message as classes move in at the beginning of the school day, however these should be very brief. Please send a letter, make an appointment or arrange a telephone call for longer discussions. The office staff are always happy to pass on messages to the teachers.

Birthday Cakes at School
Often children bring a birthday cake to school to celebrate their special day with classmates. For ease of serving and to avoid sharp knives, parents are asked to please provide cupcakes or pre-sliced cake/slice for these special occasions.

Supervision
Please make sure that younger siblings are supervised on our site. This is a Work, Health & Safety requirement, we care about the safety of everyone on our site.

Supervision of younger siblings is particularly important in the afternoons when Band, Taekwondo and other afternoon activities are on.
If you are unable to supervise younger siblings during this time, there is an excellent Out of Hours School Care Program on site.

Pets at School
Please do not bring pets onto the school site without permission from the school. Please note this also includes dogs on leads. This is a Work, Health & Safety requirement that we need to comply with at all times.

Nitbusters
The school’s Nitbusters Program is an excellent way of identifying any unwelcome visitors in the boys and girls hair. We are fortunate to have this program in our school and as a result we do not have ongoing problems with nits. If your child comes home with a note recommending treatment, it would be appreciated if you could do this straight away. Nitbusters is a free service provided by the P&C which helps to ensure that nits are not an ongoing problem. This terms Nitbusters Day will take place next Tuesday, 17th February.

Family Contact Details
It is important for the school to have up-to-date contact details for all parents and carers. If you have recently moved house, changed phone numbers (home, work, mobile) or changed emergency contacts, please provide the school office with your new details.

Staff News
Mrs Kimberley Mountfort, formerly Smith, is taking up the newly established position on the 18th class.
Mrs Jenny Rogers will be on leave between 12/2/15 and 4/3/15, during this time she will be replaced by Mrs Kim Bettison.
Mrs Kathy Price is on leave during term one and is being replaced by Mrs Jessica Brewin. Mrs Aly Anderson is on maternity leave during terms 1 and 2 and is being replaced by Mrs Jodi Golding and Mrs Lauren Kenny. Mrs Brooke Miranda is on maternity leave during terms one and two and is being replaced by Miss Jaki Adams. Mrs Nicole McMurtrie is on maternity leave throughout 2015 and is being replaced by Mrs Krystal Butt.

Swimming Carnival
Our annual Primary Swimming Carnival will be on Wednesday, 25th February. A detailed information note is being sent home this week. All students in Yrs 3-6 attend. Please ensure all permission notes and payments of $9 are returned early next week. If you are
able to assist on the day, please indicate on the bottom of the note and report to Mr Wilson at the beginning of the carnival.

Until next time,
Mrs Linda Trigg

CLASSROOM EFFORT & BEHAVIOUR POINTSCORE
Week 2 – Winning House – Koalas
Koalas – 29  Emus – 27
Kangaroos – 21  Platypus - 20

CLASSROOM AWARDS K-2

CLASSROOM AWARDS 3-6

NITBUSTERS DAY – VOLUNTEERS NEEDED
Our first Nitbusters Day for 2015 will be held next Tuesday, 17th February. Students will have their hair checked for head lice and nits and parents will be informed by mail if your child needs treatment at home.

We are once again calling on volunteers to help with this worthwhile program. If any parents are able to spare a few hours next Tuesday, 17th February from 9.00 am it would be very much appreciated. Morning tea will be supplied and what a great way for new parents to meet other members of our school community, whilst providing a great service for our students. Experience is not necessary as our coordinators will teach you. We look forward to seeing some new faces, as well as our regular helpers. Please contact the office if you would like to help.

TEXT BOOK SALES
Textbooks will be on sale next Monday, 16th February. Notes with requirements and prices have been sent home. Please send money in on SALE DAY ONLY as this money is paid directly to the Top Book Shop. Correct money is to be placed in the envelope as no change will be available on the day.

Top Bookshop envelopes have also come home today for you to return with your payment on sale day.

PLEASE NOTE that if you wish to pay by credit card you will have to write your details on a slip of paper and place inside the envelope or write details on the back of the envelope. Cheques are to be made payable to The Top Bookshop.

BOOK CLUB
DUE BY NEXT THURSDAY, 19th FEBRUARY
Welcome to all of our new students and parents.
The first issue of Book Club for 2015 has been distributed. If you wish to place an order for Book Club, please be sure to fill in the order forms correctly and place your child’s name and class at the top of the forms. The forms and payment then need to be placed in an envelope with your child’s name and class marked clearly on the front. Orders can be paid for by cash, cheque or credit card and then by filling in the necessary information on the form. Please send the correct cash as giving change can be difficult. Book Club orders can be given to the class teacher or handed in at the office.

Issue 1 of Book Club for 2015 is due back at school by next Thursday, 19th February.

SPORTS NEWS
SWIMMING CARNIVAL
This year’s Swimming Carnival will be held at Woy Woy Pool (Peninsula Leisure Centre) on Wednesday, 25th February for all students in Years 3 - 6 and 8 yr olds from Year 2 who swim in squad after school.

Notes will come home soon with more information.

WEET BIX TRYATHLETES
10 students from Ourimbah Public School took part in the Weet-Bix Kids TRYathlon at the Peninsula Leisure Centre in Woy Woy on Saturday, 8th February 2015.

Congratulations to the following TRYathletes from Ourimbah Public School:
Ella, Katie & William D
Laura & Brendan E
Jed H
Aiden & Ashlee M
Corey S
Khaled W

Weet-Bix Kids TRYathlon will be returning once again in 2016 and we hope to see you then.

RAINFOREST ACCESS PROJECT (R.A.P)
Our school is lucky enough to enjoy the beautiful surrounds of one of this area’s very last Lowland Rainforests. Would you like to be part of this significant environmental project?
Over the last 20 years the P&C RAP team has planned, planted and created two walking tracks within our school forest, including several stairways, bridges and a viewing platform over an Aboriginal axe-grinding groove site dating back some 500-2000 years. The school encourages the teachers to take our children through the trails as part of their lessons. Additionally, our series of five Frog Ponds are home to 27 species of frogs, including the ‘Green and Golden Bell Frog’ and the ‘Green-Thighed Tree Frog’, both of which are listed as endangered species. You can see the ponds as you walk over the bridge near the Library and around the pathway towards C-Oval.

You can be a part of it!
This site needs support to maintain the success of this long term project. The ‘RAP Trail Trolls’ hold weekday volunteer activities on Tuesdays for an hour or so such as - 'Croaking Serenity', maintaining the native plants around the Frog Ponds; ‘Bend and Stretch’, picking up sticks and weeds along the RAP trail; and ‘Hard Yakka’, weekend working bees to undertake larger projects like plantings, felling of trees or track maintenance. We would love to meet new and old families in the rainforest, so if you are keen to help out (let us know if other times midweek suit you better), or just want to find out more about the Project, please give Nicole Worrall a call on 0409 244 534.

We are looking forward to introducing you all to our little piece of paradise. Come for as little or long as you like and be prepared with good walking shoes, boots or gumboots, everything else is provided.

Term 1 RAP dates:
Week 6 – Saturday, 7th March 10 am -1pm
Family RAP working bee

Week 7 – Tuesday, 10th March 9 am - 11am
RAP morning parent helpers wanted

Term 2 RAP dates:
Week 3 – Tuesday, 12th May 9 am – 11 am
RAP morning parent helpers wanted

Week 5 - Sunday 31 May 10 am – 1 pm
Family RAP working bee

Week 7 – Tuesday, 9th June 9 am – 11 am
RAP morning parent helpers wanted

VOLUNTARY SCHOOL CONTRIBUTIONS
Our Voluntary Contributions for this year have been set at $45.00 per student or $100.00 per family. The voluntary contribution from our parents is an important part of school finances that contribute to our ability to ensure we have adequate resources in the classroom for your children. Our school delivers great learning programs for students and your support is appreciated. Payment of the contributions can be made on money collection days, which are Tuesdays, Wednesdays and Thursdays and can be paid at the office or sent to the class teacher.

SCHOOL PHOTOS
School photos for this year will take place on Wednesday, 18th March. Full SUMMER uniform is to be worn for the photos. Envelopes and information will come home soon. The cost of the packages will vary from $32.00 to $37.00 or $18.00 for a group only photo.

UPDATE INFORMATION FOR CLASS TEACHERS
Could the parents of any students who have special medical requirements or dietary needs please send a note to your child’s 2015 class teacher to keep them updated about your child’s condition and needs. We endeavour to pass all information on file to the new class teacher, however a note from the parent is recommended.

Also, if there are any updated custody forms or family issues, please keep the class teacher and office informed.

CHANGE OF HOME ARRANGEMENTS
If your child’s going home arrangements need to be changed, please ensure this is put in writing to your child’s class teacher. Verbal messages to children can create confusion and this can cause them distress. If you do have to change arrangements by phone during the day please give plenty of time for the message to be received by the class teacher.

LATE ARRIVAL
If your child arrives after the school bell has gone a late arrival note is required. Please bring your child to the office for this note.

EARLY DEPARTURE
A note to your child’s teacher stating time of departure and reason is required. The office staff will organise for your child to come to the office after you arrive to pick them up, so please allow time for them to walk down from their classrooms.

SIGNING ON
When volunteering at school it is essential that you sign on in the book in the office foyer, indicating your arrival and departure times. This information is vital if an
emergency procedure is required. Whilst on site you are required to wear a ‘Visitors Badge’. If you have not volunteered previously a “Prohibited Employment” form needs to be completed.

AFTERNOON WET WEATHER DISMISSAL
Parents are requested to wait at the gates under the covered waiting area in the afternoon for your children, even during wet weather. Waiting near the hall causes congestion and confusion during the dismissal of bus lines. Please send your child every day with wet weather gear to wear. Only children in Years 3-6 may bring umbrellas.

MONEY COLLECTION
All money for excursions, performances, text books, photos, etc is to be sent in an envelope to your child’s teacher with their name, class, payment description and amount enclosed marked clearly on the front.

If money is left at the office there can be a delay in your child’s teacher being aware that you have paid for an excursion. The exception to this is for Book Club orders. The orders and money for Book Club can be left at the office or sent to the classroom.

Money is collected on Tuesdays, Wednesdays and Thursdays.

ADMINISTERING MEDICATION
If your child requires medication at school, please fill in a Medical Consent form at the office. This form must be completed prior to any medication being administered by our staff. A note to the class teacher is also necessary to inform them of medications and the time to be given.

SMALL STEPS - ANXIETY AWARENESS PROGRAM
Small Steps is a free anxiety awareness program for NSW primary school teachers and parents. Ourimbah Public School will be holding a Small Steps Presentation for parents on Monday, 16th February at 1 pm. All interested parents are welcome to attend. A note with full information and RSVP slip will come home soon. Please return RSVP as soon as possible or phone the office on 4362 1033 if attending.

UNIFORM SHOP
Operating Hours – Mondays & Thursdays
The opening hours for the uniform shop are as follows:
Mondays 8.30 am - 9.30 am
Thursdays 2.30 pm - 3.00 pm
Online ordering and eftpos are available in the Uniform Shop. Order forms are also available from the office with an option to make arrangements for collecting/paying at the canteen or from the uniform shop.

CANTEEN NEWS
It’s exciting to be looking ahead to a great year in the Blue Gum Canteen. Hopefully by now you have received a YELLOW menu for this term. Please place it on the fridge for easy access.

Our school canteen uses an online ordering system with Flexischools, so orders can be placed each day, or in advance, to make your planning a lot easier. Please go to flexischools.com.au to register your family. Orders must be completed by 9 am as there is an automatic cut off time. Each day, after 9 am, I print the daily orders and make the lunches accordingly. Recess and ‘Crunch and Sip’ are also available on Flexischools. If you wish to use cash and a lunch bag, that is also ok.

Our canteen also has a Facebook page that is regularly updated to share details of life in the canteen. Please pop on over to Ourimbah P.S. Canteen and share in the community spirit.

Did you know that we are a Healthy School Canteen and follow the Fresh Tastes @ School Strategy? We follow a clear set of rules that govern what we sell within the canteen. The rules promote foods that are low in salt, sugar and fat. This strategy ensures great choices are made on a daily basis with the exception of two days per term. These two days are known as RED days and we do not have to adhere to the low salt, sugar and fat guidelines on these two days.

Our canteen is open Tuesday, Thursday and Friday. We serve light snacks before school, Crunch n Sip, recess and lunch. It is a very busy hub in the school where children come to socialise and relax. The children use the canteen a lot like we use a coffee shop or cafe. There is food there but there is also a happy conversational vibe. It takes 6 volunteers per week to be able to make this hub work well. We really need your help.

If you would like to come and help in the canteen in 2015, please call the school or email me at ourimbahcanteen@gmail.com. It would be wonderful to meet you.

- BACK TO SCHOOL MEAL DEAL
  Mini hot cross bun plus a chocolate or strawberry Moove for just $3.00.

Elise Blomfield
Canteen Supervisor
P&C MEETING AGENDA
Please see below for the agenda for tonight's P&C Meeting which will be held in the staffroom at 7 pm. Everyone is welcome to attend.

COMMUNITY NEWS
OURIMBAH UNITED FOOTBALL CLUB
The Ourimbah United Football Club will be holding their second registration day this Saturday, 14th February at the Tall Timbers Hotel dining room from 10 am till 2 pm. For enquiries: email secretary@oufc.com.au

OURIMBAH SURGERY IS OPEN TO NEW PATIENTS
Dr Heather Reid and Ourimbah Surgery would like to welcome Dr Mary Graham to our Practice! We are now accepting bookings for new patients. We bulk bill all children 16 years and under. For enquiries and appointments please phone (02) 4362 3162.
Our friendly staff look forward to welcoming you and your family to our practice.

FREE LOWER LIMB ASSESSMENT
The University of Newcastle Podiatry Clinic at Wyong Hospital is offering children age 0 - 17 free lower limb assessments. Children will be assessed by final year students, supervised by a podiatrist. Children and their families can receive advice on footwear and normal development, and receive treatment of foot warts, foot and leg pain, walking problems and night-time ‘growing pains’.
When: Mondays 2.15 pm - 4.15 pm from 2nd March to 25th May 2015
To make a booking, or for more information, phone 4394 7280.

OURIMBAH RUGBY UNION CLUB
FREE Registration for under 7s, 8s & 9s
Includes shorts and socks
Under 10s – 12s - $50.00
Contact: Cathie Ropoama
Email: cathrangj@hotmail.com
Mobile: 0425 283 451
REGISTRATION
Sunday 15 February 3 - 6pm
Ourimbah Rugby Park
10 Chittaway Road Ourimbah
Or via our website www.razorbacksrugby.com.au
ATTENTION – Tah Man and the Super 15 trophy will be at Westfield Tuggerah on Saturday, 7th February from 10 am.

OURIMBAH NETBALL CLUB
ourimbahnetballclub@gmail.com
Come and Try Netball With
Ourimbah Netball Club in 2015
Ourimbah Netball Club is looking for girls (5+), teenagers and ladies who are interested in playing netball in 2015. Beginners to advanced players are all welcome to join a team and have fun.
In particular we are looking for the following
1 x 8 Year Old
3 x 9 Year Olds
4 x 10 Year Olds
2 x 11 Year Olds
At this stage 10 & 11 Years olds will be paper graded.
Grading Information
Venue: Adcock Park
Date: 11/02/14 5pm onwards for 12-15 Years
Date 18/02/14 Seniors 16 + 6.00pm - 8pm
Please contact our Registrar Bronwyn on 0422 358 384 ASAP
PLAY RUGBY LEAGUE
with Ourimbah-Wyoming Magpies
Under 6s-17s
Great club with long history in your area!
Enquiries - Kate 0423 709 606 or Todd 0451 458 952
Rego Days are 15th & 22nd February at the Tall Timbers Hotel from 12 pm – 3 pm.
We offer discounts for families and all fees include: Insurance, club polo, club training singlet, socks, shorts, Magpies drink bottle and the chance to be a part of a club with great history and lots of NRL success stories.
Call us for more information.

CENTRAL COAST UNITED PHYSIE & DANCE
(Established for 28 years – adopting APDA Syllabus)
Would you like to dance, get fit & have fun while gaining flexibility & strength
For girls 3 years to Ladies
Classes at Gosford & Chertsey Primary Schools - Mondays, Tuesdays Wednesdays and Saturdays starting 3rd February 2015
Beginners Welcome – 2 free introductory classes

FOR ENQUIRIES CALL MICHELLE ON 0407 258 560
Or visit our website at www.centralcoastphysie.com

OURIMBAH NEIGHBORHOOD PLAYGROUP

We welcome new families with preschool age children to join us at Ourimbah Neighborhood Playgroup

Our morning is filled with craft activities, games and friendship!

For more info come along to one of our sessions, or look us up on facebook.

When: Wednesday 9:30-11:30
Where: Bill Sohier Park Hall, Shirley St, Ourimbah
Contact: Mandy Steff
Ph: 43628417

SENSORY SCREENING
FOR FAMILIES WITH SPECIAL NEEDS

Sensory Movie Day is an inclusive event for families with special needs.
- Lighting & sound turned to low volumes turning off any noise.
- Sensory Movie Day runs from 10 am to 1 pm.
- Tickets are $10 each. Inclusion $10 or under are free.
- Companion ID. Cards are accepted.

Sensory Movie Day is in our cinemas:
For more information or to purchase tickets:
www.sensorymovie.com
Ph: 02 4399 8555
Email: info@sensorymovie.com

SCOUTS OPEN DAY
SUNDAY FEB 22nd
GOSFORD WATERFRONT
10AM - 2PM
joinus@centralcoastscouts.com.au
Ourimbah Public School P&C Annual General Meeting will be held on Wednesday, 11th March 2015 in the staff room at 7pm. All parents, carers and citizens of our community are invited to attend.

The AGM is an important meeting as it is the forum for electing new office bearers to the following positions:

- President (1)
- Vice President (2)
- Secretary - Minutes (1)
- Secretary – Correspondence (1)
- Treasurer (1)

Additional positions to be elected at the AGM include:

- Uniform Shop Coordinator
- RAP Coordinator
- Netbusters Coordinator
- Class Coordinator
- Fundraising Coordinator
- Social Convener
- P&C Delegates for Central Coast Council of P&C (2), and
- P&C Delegates to Federation for Annual Conference (3).

It is important to note that only financial members of Ourimbah Public School P&C are eligible to stand for election and vote on a ballot. You can become a financial member by paying the $2 membership fee at the first P&C meeting in 2015, which will be held on Wednesday 11th February or contact the P&C to arrange an alternate time.

Please come along and join our wonderful P&C. Be part of the excellent work that goes on at our school. The more members we have, the stronger our organisation becomes and the more we can contribute to Ourimbah and Public Education in general.

For any queries please email ourimbahpando@yahoo.com.au or leave a message on the Ourimbah P&C Facebook page.

Summary of Office Bearer Positions

President
- 1 Role to be elected

Duties

- The President is responsible for:
  - The successful functioning of the P&C Association
  - The attainment of the P&C Association’s objectives
  - Ensuring that the P&C Association takes part in decision-making processes in the school
  - Fostering fair participation of all members and ensuring 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 a signatory on the association’s bank accounts; and
  - Chairing meetings.

Vice President
- 2 Roles to be elected

Duties

- Support the president and deputise in the President’s absence.
Secretary
- 2 Roles to be elected

Duties
The Secretary is responsible for carrying out the decisions of the meeting – unless otherwise stipulated – and is also responsible for a range of routine administrative tasks.

Minute Secretary - Duties
- Prepare, in consultation with the President, all meeting agendas and give notice of meetings.
- Attend every association meeting and take notes of the discussions in order to produce a set of minutes for distribution to members and for possible amendment and adoption at the following meeting. (In the absence of the minute secretary the meeting may elect a person to take the minutes.)
- Disseminate meeting minutes and related reports.
- Maintain official records of meetings, attendance book and list of financial (voting) members.
- In partnership with the Correspondence Secretary, maintain official records of the P & C Association including: The constitution, by-laws, rules of subcommittee, Incorporation certificate, ABN details.

Correspondence Secretary - Duties
- Receive and table incoming correspondence.
- Write and despatch outgoing correspondence as required.
- Maintain official record of correspondence.
- Submit required information to school newsletter unless task is actioned to another member of P&C.
- Provide information as requested by P&C Federation.
- In partnership with the Minute Secretary, maintain official records of the P & C Association including: The constitution, by-laws, rules of subcommittee, Incorporation certificate, ABN details.

Treasurer
- 1 Role to be elected

Duties
Whilst all P&C members should be mindful of complying with financial accountability requirements, this is the treasurer’s primary role. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts. The Treasurer presents a report in the form of an income and expenditure statement together with a reconciled bank statement for each P&C meeting.

The Treasurer also gives advice and sets an example for others so that all funds held and handled by the P&C are openly accounted for. The Treasurer is responsible for all funds held in the name of the P&C.

The Treasurer should encourage members to understand the state of the P&C finances and to ask questions about what they don’t understand.

The Treasurer must ensure a cash book or books are kept, recording all financial transactions of the P&C Association.