



Castletown Primary School P&C Information Pack

Welcome to the Castletown school community. Our dedicated group of parents give their time and talents to organising fundraising events, running the canteen and uniform shop, and coordinating the Book fairs and Book club. You can join in today by liking our Facebook page!

More information can be found on:

P&C Facebook Page: [fb.me/CastletownPC](https://www.facebook.com/CastletownPC)

Canteen Menu: <https://www.facebook.com/CastletownPC/menu/>

School Website: <https://www.castletownprimaryschool.wa.edu.au/page/169/P-&-C>

QuickCliq online ordering uniforms/lunch orders: <https://quickcliq.com.au/>

Signup for Volunteering at the BookFair, Canteen or Uniform Shop:

<https://signup.zone/jADWJZwNoqPmL6sLy>

Canteen manager Addie Timms can be contacted by email

CastletownCanteen@outlook.com or phone the canteen on 9076 2809.

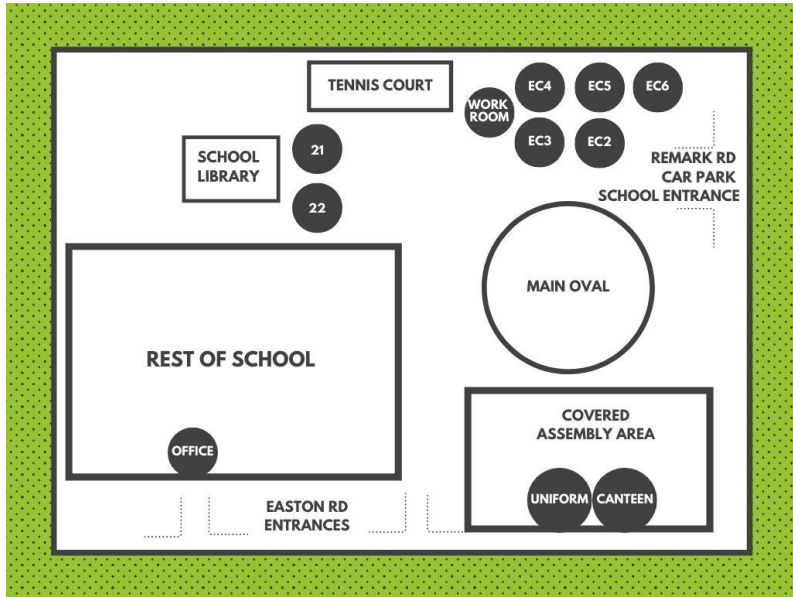
Uniform Shop coordinator Sandra Prosser can be contacted by email

uniformshop.cps@outlook.com.

We also include information in the school newsletter or we send home notes in your child's school bag. We look forward to working alongside you for the benefit of all our children.

Fiona Ryan

2021 Castletown Primary School P&C President



School Banking

Location: Library

Open: Friday, 8:15 to 8:45am, in person

You need to bring: cash and your deposit slip book.

We run a Commonwealth Bank student banking program. Banking is processed weekly and children receive prizes for every 10 donations, no matter how small. If you are new to school banking, you will need to open a Youth Saver account by going into the Esperance Commonwealth Bank, or opening a Youth Saver account online.

Canteen

Location: in the covered assembly area

Open: Monday, Thursday and Friday, 8am to 1pm

Break times are: Recess at 10:40am and Lunch at 12:40pm

At recess Year 1 to Year 6 students have the opportunity to visit the canteen and purchase recess items.

Lunch Orders

We encourage everyone to use our online canteen ordering system through <https://quickcliq.com.au/>. You can order up to 4 weeks in advance, using PayPal, credit card or direct debit transfer. No more finding coins! Alternatively:

Write name, order and amount, classroom in a paper bag or envelope with correct money inside. Add 5c to the order if you are using an envelope and not paper bag.

- For children in Kindy and Pre-Primary you can drop lunch orders off to their classroom and it will be taken to the canteen.
- For all year groups (inc K and PP) and staff, you can hand deliver your order to the canteen on Thursday or Friday mornings

Two students from each class (or a K/PP staff member) will collect the class lunch orders just before lunch. The lunches will be taken back to class and handed out to the students who have ordered. Once the students can play, Year 1 to Year 6 students can come to the canteen and purchase over the counter items.

Forgotten lunch

If your child forgets their lunch, they need to inform their teacher.

Volunteers

We always welcome volunteers on our canteen days – Monday, Thursday and Friday, plus the students get a thrill seeing someone they know in the canteen. You receive a free cuppa if you stay for until recess and a free lunch if you can volunteer until the end of school lunch break.

If you are a parent or carer at the school, you don't require a Working With Children Check. Grandparents, Aunts, Uncles and other community members will require a

WWCC (very easy to get) and if you plan to regularly volunteer at the canteen, we will cover the \$11 cost!

We value you dropping in for an hour or two; a normal shift is 9:30am to 1pm. We can provide disposable gloves, and an apron. We also need you to tie your hair back, bring a cap to wear, and wear closed in shoes.

If you are not sure about volunteering, or can only volunteer once a term, have a chat to our canteen coordinator Addie Timms. Addie has 4 children at school and has been through 'new beginnings' a few times now. She can give you excellent advice on when she most needs help, and how it can work around your time. It's a great way to meet other parents, help the kids, and have some fun!

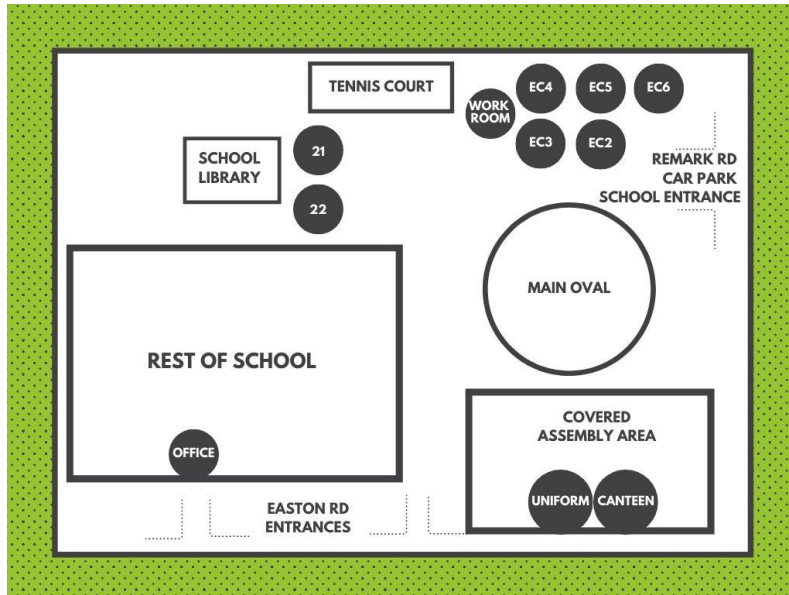
Menu

We update our menu every term to take advantage of seasonal produce. You can find our menu online: <https://www.facebook.com/CastletownPC/menu/>

Contact the Canteen

To contact our canteen manager, email CastletownCanteen@outlook.com or phone the canteen on 9076 2809.

Uniform Shop



Location: in the covered assembly area

Open: Thursday, 8:15 to 9:15am, by appointment or online

Payment: online via paypal, credit card or direct deposit. In person by cash or EFTPOS

Link to order form to print off and bring in/send in with child or to email through.

Uniform orders

We encourage everyone to use our online uniform ordering system through <https://quickcliq.com.au/>. You can pay securely from the comfort of your own home in your own time. Orders will then be delivered to your child's classroom.

If you are unsure of size or new to school please contact our coordinator Sandra. Otherwise visit the school on Wednesday morning and your child can try on the clothes to get the right fit. You can pay in cash or use our EFTPOS facilities.

Uniform Shop volunteers

We encourage anyone with one hour to spare to help out at our uniform shop. You can contact Sandra by email or you can sign up here:

<https://signup.zone/jADWJZwNoqPmL6sLy>