

## Application for P&C Membership 2016 Capricornia School of Distance Education (CSDE)

Please complete and return asap to: The Secretary (CSDE P&C)  
Email: [pandc@capricorniasde.eq.edu.au](mailto:pandc@capricorniasde.eq.edu.au)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- I am a parent of a student attending the school  
 I am a staff member of the school  
 I am an adult interested in the school's welfare, and my date of birth is: \_\_\_\_\_

I am applying for:  new membership  
 renewing my membership.

**I wish to apply for membership to the Capricornia School of Distance Education Parents and Citizens' Association and I undertake to:**

- a) promote 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 P&C 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: / /

### What does CSDE P&C do?

- Consults with members on issues and decisions that may affect students, parents and the wider school community.
- Has input into financial planning and budgeting pertaining to the school.
- Manages school uniforms.
- Manages outstation accommodation and catering at Emerald campus during mini schools.
- Assists with mini-school after school activities.
- Fundraising activities for the school.
- Applies for grants.
- Unites parents and home tutors.
- Assists with sponsorship of camps, other school activities and resources.
- Consults with the school community on changes in the educational system.

### How can I help?

There are many ways in which members contribute to and assist with P&C. Members can contribute by:

- ❖ Voting in online school surveys.
- ❖ Attending meetings and having input into decision making.
- ❖ Donating of prizes or collecting donations such as multi-draws for end of year functions.
- ❖ Helping out at school events such as the Athletics carnival.
- ❖ Applying for grants
- ❖ Holding an executive position or taking on other roles such as fundraising coordinator, uniform coordinator, School of Distance Education Alliance (SODEA) representative or QCPCA Rep.

**CSDE P&C aim to kept members informed on school issues through newsletters, online surveys as well as regular meetings and social functions.  
 P and C membership is free and there is no expectation that members will attend all meetings.**

#### P&C Secretary Use Only

Date received: .../...../..... Date accepted: .../...../.....  
 Secretary Signature: .....

## Capricornia School of Distance Education P & C Association



As a member  
of our P & C  
You make a difference  
to others

## Your P&C is an essential part of Capricornia School of Distance Education

Capricornia School of Distance Education is unique given its wide range of primary and secondary enrolments across both Rockhampton and Emerald campuses. Specialized educational programs are delivered to geographically isolated students, medical students, travelling students, students requiring alternative learning programs as well as students in small schools.

Our P & C Volunteers are parents, home tutors and other community members who come together with the same goal of making a positive contribution to improve the environment of learning for our students and their school community.

The P&C is managed by an executive committee who with other P&C members work closely with the school Principal and Heads of each Campus for the benefit of students whilst both at the school and during the terms in our home classrooms.

## P&C CODE OF CONDUCT.

The Code of Conduct includes a set of expectations for P&C Association members. The Code of Conduct has been adopted to aid members of our school community to work as a cohesive group in partnership with the school.

The Code of Conduct 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.

P&C Association members are to:

- act in the best interest of the total school community at all times
- 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 or other 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 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 authorized
- 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
- work within the boundaries of the Education (General Provisions) Act 2006, the Education (General Provisions) Regulation 2006 and the Department of Education, Training and Employment's policies and procedures relevant to P&C Association operations.

***Your Contribution to P&C, regardless how small, can make a huge difference to both your student and many others***

