



2025

PAWS INFORMATION

HANDBOOK

WATERVALE PRIMARY SCHOOL



WATERVALE PRIMARY SCHOOL
CONTACT INFORMATION

PHONE: 8843 0186

ADDRESS: 27 MAIN NORTH ROAD WATERVALE SA 5452

EMAIL: DL.0470.INFO@SCHOOLS.SA.EDU.AU

WEBSITE: WWW.WATERVALPS.SA.EDU.AU

DESCRIPTION OF PAWS

Parents At Watervale School (PAWS) is a subcommittee of Watervale Primary School's Governing Council. The purpose of the subcommittee is to raise money to support the financial needs of the school, advise the Governing Council and School on the allocation of funds raised, work with the school to create a welcoming, supportive, and engaged school community for families, help to strengthen community inclusion between parents, the school and broader community, and provide feedback and assistance about school-related issues, when needed.



MISSION STATEMENT OF PAWS

The PAWS committee actively supports Watervale Primary School learners, parents, teachers, staff, and the wider community to nurture resilient, innovative, self-motivated students. We do this voluntarily with energy, commitment, love, and a positive, can-do attitude because we believe in Watervale Primary School and the difference it makes in building children that will learn and thrive.



MEMBERSHIP

ROLES AND RESPONSIBILITIES

Membership:

Membership must be determined by the Governing Council and will include one PAWS Governing Council rep, chairperson, uniform, catering, any interested parents and any interested community members.

Chairperson:

- Chair meetings or allocate another member when away.
- Provide meeting agendas and minutes including, preparing agendas, and supporting papers, meeting notes and other information.
- Finance meetings with Finance Officer
- Strategic dissemination of funds in conjunction with the Principal, PAWS committee and Governing Council.

Governing Council Rep:

- Provide an overview of PAWS committee meetings, activities, and fundraising during the Governing Council meetings.
- Use meeting minutes to disseminate important information.
- Prepare questions to receive feedback on from the governing council.

Uniforms:

- Monitor new uniform supply and order more when necessary.
- Liaise with the Principal to update uniform items where necessary.
- Organize second hand and spare uniform.
- Promote to the school community uniform news and availability.
- Liaise with front office staff to ensure uniforms tables are kept up to date.

Catering:

- Coordinate catering events when required.



MEETING COMMITMENTS OF PAWS

PAWS will hold their meetings in Week 2 of each term prior to Governing Council. Coffee and tea will be provided and a small morning tea. If an extra meeting is required, all committee members will be notified.

Meeting Protocol:

- All meetings will be chaired by the Chairperson or if the Chairperson is not available they can allocate another PAWS member.
- Meeting agendas and minutes will be provided by the Chairperson, including agendas, supporting papers, meeting notes and other information.
- A quorum will be half the regular membership plus one.
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting

Sharing Information:

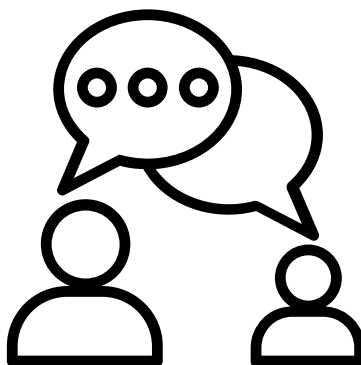
- Submissions to the committee must be addressed to the Chairperson
- Remember that information discussed at committee meetings could be confidential.
- Committee matters must only be disclosed to members of the Governing Council or site staff, including the site leader, unless a child is being harmed or is at risk.
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role through the newsletter and/or school website.
- Raise and discuss any budget requirements, issues or concerns with the Governing Council's finance advisory committee.

Reporting:

- The committee reports directly to the Governing Council Chair and site leader.
- An overview/report of each committee meeting is presented at the governing council meeting.
- Minutes of each meeting are provided to the members of the Governing Council (if required).

Review:

The effectiveness and membership of this committee will be reviewed after 12 months.



TIMETABLE

FOR 2025

Term 1 (27th January – 11th April)

- Meeting - Tuesday 4th February 9am
- Rodeo Yiros stall fundraiser - Mid March
- Supporting the Sustainable Monday Autumn Fair

Term 2 (28th April – 4th July)

- Meeting - Wednesday 7th May 9am
- Welcome New Parents with gift and morning tea on first transition day.
- Support working bee

Term 3 (21st July – 26th September)

- Meeting - Tuesday 29th July 9am
- PAWS major fundraiser - Online Auction
- Book Week Parade and shared morning tea

Term 4 (13th October – 12th December)

- Meeting - Wednesday 22nd October 9am
- Support working bee
- Activities Day
- Welcome New Parents with gift and morning tea on first transition day.
- 'Jar of Accomplishment' excursion day
- Order platter for teachers and flowers for leaving families
- "Off-the-Rack" - pre-loved clothing stall at Watervale Christmas Tree

Other possible activities: Catering and Raffle

YEARLY BUDGET - 2025

ITEM	DETAILS	APPROXIMATE EXPENSE
Year 6 Jumpers (2026)	\$59 each + setup	\$150.00
Wishing Well books	\$100 per term	\$400.00
Year 6 camp (2025)	\$100 per student	\$400.00
Other school support	For example: updating resources for school use	\$150.00
Jar of Accomplishment Day	\$15 per person (children and adults)	\$525.00
Bus		\$150.00
Movie	\$15 per child	\$375.00
Teachers' Platter		\$150.00
Flowers	\$20 per staff member, \$40 per leaving family	\$300
New parents' gifts	Tea bags, chocolates, tissues, card & stickers for name tags	\$50.00
Activities Day	Supplies for activities	\$100
TOTAL to Raise Per Year		\$2,750
Whole school camp	*Every second year Total of online auction funds	

FUNDRAISING OPPORTUNITIES:

- 2 x major events per year
 - Including online auction & rodeo yiros stall
- Online auction income \$4,802 in 2023 & \$4904 in 2024

YEARLY PLANNING



Fundraising

- 2 major events plus other fundraising as opportunities present
- Major events: online auction, Clare Rodeo yiros stall
- Raffle
- Catering
- Christmas Tree event - second hand clothes

PAWS non-fundraising commitments

- Help covering library books
- New parents morning tea
- Organize name tag stickers, and gift bag for each new family including tea, chocolate, tissues and a card
- Book week morning tea. Advertise morning program to community, ask parents to supply a plate of food, help serve tea and coffee
- Identify needs at the school, discuss and implement appropriate PAWS support
- Organize and run "Activities Day" in Term 4
- Coordinating "Jar of Accomplishment" excursion in conjunction with SRC and Site Leader for Term 4. Confirm date and times with the Principal.
- Support Year 6's with Camp costs and Jumpers
- Order an end of year platter for teachers, coordinated with the Principal to confirm the preferred day.
- Organize end of year flowers for leaving families, Principal and any other Educators who are leaving Watervale Primary School to be handed out at the School Concert.
- Coordinating splash day term 4. Confirm details of splash day and assist where required

PAWS CONTACTS

Name	Position	Email
Linda Cowin	Chairperson	lindacowin81@gmail.com
Amy Wright	Governing Council Representative	amyhall621@gmail.com
Dani McKay	Uniforms	danimckay3@gmail.com
Sharlene Hartas	Committee Member	hartassharlene@gmail.com
Charmaine Jones	Committee Member	charmainejulyan@y7mail.com
Aimee Wilson	Committee Member	aimee@clarehotel.com.au
Carla Ackland	Committee Member	c_ackland@internode.on.net



WATERVALE PRIMARY SCHOOL

CONTACT INFORMATION

PHONE: 8843 0186

ADDRESS: 27 MAIN NORTH ROAD WATERVALE SA 5452

EMAIL: DL.0470.INFO@SCHOOLS.SA.EDU.AU

WEBSITE: WWW.WATERVALPS.SA.EDU.AU