



2026

PAWS INFORMATION HANDBOOK

WATERVALE PRIMARY SCHOOL



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CONTACT INFORMATION

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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 and maintain appropriate uniform stock levels, including regular stock-takes and updating the stock-take sheet.
- Liaise with the Principal and PAWS Committee to confirm stock orders and submit uniform orders for processing through the Finance Officer.
- Work with the Principal to review and update uniform items when needed.
- Manage second-hand and spare uniforms, including sorting, organising and removing any worn or unsuitable items.
- Communicate with the school community regarding uniform availability, updates and purchasing information via the parent messenger chat and/or school newsletter.
- Oversee Sports Day tops, including storage and the record book. Coordinate distribution to students prior to Sports Day and ensure all items are returned clean and accounted for after the event.

Catering:

- Coordinate catering events when required.



MEETING COMMITMENTS OF PAWS

PAWS will hold their meetings in Week 2 of each term. 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 2026

Term 1 (27th January - 10th April)

- Meeting - Tuesday 3rd February 9am
- Rodeo BBQ stall fundraiser - Saturday 14th March

Term 2 (27th April – 3rd July)

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

Term 3 (20th July – 25th September)

- Meeting - Thursday 30th July 9am
- PAWS second major fundraiser - Online Auction
- Book Week Parade and shared morning tea

Term 4 (12th October – 11th December)

- Meeting - Thursday 22nd October 9am
- Activities Day
- Welcome New Parents with gift and morning tea on first transition day.
- Order platter for teachers on pupil free planning day
- Organise end-of-year gifts and flowers for staff and leaving families
- “Off-the-Rack” - a pre-loved clothing stall at Watervale Christmas Tree

Other possible activities: Catering and Raffle

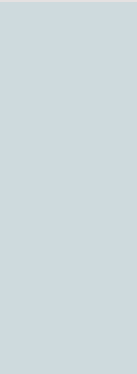
YEARLY BUDGET - 2026

ITEM	DETAILS	APPROXIMATE EXPENSE
Year 6 Jumpers (2027)	\$70 each + \$70 setup x 5 jumpers	\$420.00
Wishing Well books	\$100 per term	\$400.00
Year 6 camp	\$100 per student	\$100.00
Other school support	For example: updating resources for school use	\$150.00
Jar of Accomplishment Day	Bus and food	\$1000.00
Teachers' Platter		\$150.00
Flowers	\$20 per staff member, \$40 per leaving family	\$300.00
New Parents' Gifts	Tea bags, chocolates, tissues, card & stickers for name tags	\$50.00
Activities Day	Supplies for activities	\$100.00
TOTAL to raise for 2026		\$2,670.00
Whole school camp	Every second year Total of online auction funds	

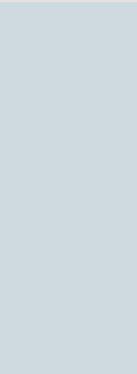
MAJOR FUNDRAISING EVENTS INCOME RECORD:

Clare Rodeo: 2025 - \$1828.63, 2026 \$3161.58

Online auction: 2023 - \$4,802.00, 2024 - \$4904.00, 2025 - \$4,988.00



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YEARLY PLANNING



Fundraising

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

PAWS non-fundraising commitments

- New parents' morning tea.
- Organise 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.
- Order an end-of-year platter for teachers, coordinated with the Principal to confirm the preferred day.
- Organise 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.

PAWS CONTACTS

Name	Position	Email
Linda Cowin	Chairperson	lindacowin81@gmail.com
Amy Wright	Governing Council Representative	amyhall621@gmail.com
Allana Brewer	Uniforms	allanakate@bigpond.com
Nicole and Codie Burns	Catering	nicolesimon44@outlook.com
Charmaine Jones	Committee Member	charmainejulyan@y7mail.com
Aimee Wilson	Committee Member	aimee@clarehotel.com.au
Sharlene Hartas	Committee Member	hartassharlene@gmail.com
Amanda Jameson	Committee Member	amanda.jameson908@schools.sa.edu.au



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