



*Supporting our
school, our students
and our school
community*

MANLY WEST P+C

Starting Kindergarten In 2026

A Guide For Parents And Carers

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Our P&C

The Manly West P&C is a vital part of the school community and has a proud history of helping make Manly West the Best! Our members are all volunteers from within the school community.

Our philosophy is to support our school, our students, and our school community. We aim to bring parents, citizens, students, and the school together to provide quality services and help fund school infrastructure, technology, resources and the general maintenance of equipment.

We are a not-for-profit organisation, and our profits are reinvested back into the school to enable it to provide a good education and environment for our students.

We encourage you to join us and make a difference in your child's school experience. We meet once each school term to discuss a wide range of issues. We run four revenue-based business units, fundraise via various events and manage a range of projects, events, and programs to benefit the needs of the students and the school.

We rely on the support of our school community and volunteers.

Getting involved

It's easy to become involved in the P&C by becoming a general member. If you wish, you can also join our executive team and sub-committees, or volunteer for ad hoc events and projects.

Volunteers are vital

The P&C needs volunteers every day, particularly in the canteen. The children love seeing friendly faces behind the counter and your support helps us keep our prices down.

Volunteer opportunities are advertised in the weekly school newsletter or via the class parent network. You can also sign up your name to volunteer at www.manlywestpandc.org.au/volunteer

Be an influencer

Our members have full voting rights and help make the decisions about donations to the school and our services and programs. We meet once a term.

Our executive team is like a board and carries out functions to support the overall operations of the P&C. Our sub-committee members provide support to all our services, activities, and programs.

General members have full voting rights and attend one meeting a term. Visit us at <https://manlywestpandc.org.au/get-involved/>



What we do

We provide support to our school, our students, and our school community through a range of services, events and programs to enhance our students' overall school experience.

We also help build a strong sense of school community by engaging our parent community in various programs and initiatives.

All our profits are used to provide funding to the school for technology, equipment, infrastructure and special projects.



Our services

We provide a range of services that support Manly West students including:

- Uniform
- Canteen
- Before and after school care (BASC)
- Band program (Years 3-6 only)
- Kitchen garden maintenance

We also provide a range of programs and initiatives to engage our parent community such as:

- Events and fundraising activities
- Environmental and sustainability projects
- Enrichment programs and special presentations
- Sun smart compliance and awareness.

In addition, we have a dedicated Class Parent Coordinator to help keep parents and carers informed of current news and activities via the class parent for each class.

Getting started

First things first. The P&C can help you and your child prepare for school. You can purchase school uniforms, place lunch orders, and register for quality before and after-school care.



Uniform

The Manly West Uniform Shop stocks our complete range of uniform items and accessories and offers a selection of discounted second-hand items to purchase.

New parents can order uniforms via our online Shopify store. Orders can be collected from the school office or uniform shop during opening hours. You'll receive an email when your order is ready. Orders for current students can be delivered directly to their classroom.

Please allow up to 48 hours for processing. Orders placed before 27 October 2025 will be ready for collection from the Uniform Shop on 28 October – Kindergarten Orientation Day 1.

The uniform shop is open twice a week. In addition to new items, we offer second-hand uniforms at heavily discounted prices. Visit the shop to grab a bargain.

Shop Opening Times

Our shop is open during school terms on Monday and Wednesday mornings from 8:45 am to 10:30 am and on the pupil-free days at the start of Terms 1, 2 and 3. Opening times will be listed in the weekly Manly West Matters newsletter and on the uniform shop door.

What to wear

We have a suggested Kindy starter pack available in various sizes for both boys and girls. You can pick and choose your items depending on your child's needs.

Summer uniform is worn in Terms 1 and 4. **Winter uniform** is worn in Terms 2 and 3.

There is a two-week grace period at the start of Term 2 and end of Term 3 for the changing of uniform.

How to order

There are two options for purchasing uniforms. The fastest and preferred option is through our online Shopify store (scan the QR code to be taken directly to the uniform Shopify account).

<https://manly-west-public-school-uniform-shop.myshopify.com/>



The second option is in person at the uniform shop. See the P&C website for more information.

Payment Options

The uniform shop accepts cash, Visa and Mastercard payments. Our online store accepts Visa and Mastercard payments only.

Volunteering

Uniform Shop volunteers are needed on Monday and Wednesday mornings. Drop by to find out more or sign up at www.manlywestpandc.org.au/volunteer

If you have any questions feel free to come to the uniform shop or email us at uniform@manlywestpandc.org.au.





Canteen

The canteen is committed to providing fresh, high-quality meals and healthy eating options. It is a member of the Healthy Kids Association and has a healthy school canteen approved menu. It is also a member of the Swap For Good sustainability program.

Canteen Opening Hours

The Manly West Canteen operates five days a week and serves a delicious range of food at recess and at lunch. We also offer Birthday quelches for the class to share.

Our Menu

To see the most current menu please go to [Spriggyschools](#). Lunch is by pre-order only. Additional snack items are available over the counter at recess and lunch.

Kindy Special Canteen Day

Kindy Kids have a special orientation day in the middle of Term 1 to learn how the canteen works. From then on, they are free to order lunch or purchase those tasty snacks at recess and lunch.

How to order

There are two options for purchasing lunch orders:

1. In person at the canteen before school with cash, or
2. SpriggySchools – Order before 9am each day (see link below)



Scan the QR code to access the website www.spriggy.schools.com.au to register and download the app.

Add a profile for each of your children, making sure you select MANLY WEST PUBLIC SCHOOL and your child's class.

We ask that Kindy children do not order from the canteen until after their orientation day during the first term. The children have a lot to take in during their first few weeks of school so we give them time to settle in before introducing them to the canteen.

To access the full menu, the order must be placed through Spriggy by 9am. A limited number of items are available until midday, through Spriggy, if you miss the cut off.

These are a:

- Jam Sandwich
- Vegemite Sandwich
- Cheese Sandwich
- Popcorn
- Apple

Volunteering

The canteen is a fun place to be. The kettle is always on, and the conversation runs freely. As an incentive, you'll also receive free snacks, tastings, and canteen vouchers! Volunteers help keep our doors open and keep prices down, so please consider helping out. We need volunteers in the mornings and afternoons every day.

Everyone is welcome! Parents, carers, grandparents, aunts and uncles and the children love seeing you. You can sign up for as little as a shift a year or even choose a weekly, fortnightly or monthly commitment. Shifts are:

- 9.20am - Midday
- Midday - 2pm



Drop by the canteen for more information or sign up via the QR code on the left.

Alternatively, phone 9948 2257 or email canteen@manlywestpandc.org.au.





Before and After School Care (BASC)

Manly West Before and After School Care is an Approved Childcare provider. It's licensed to offer care for 230 children each morning and afternoon. It also offers care on the pupil-free days in Term 2 and Term 3.

Quality and Engaging Care

The MWBASC is highly regarded amongst the school and wider community. We offer high-quality, not-for-profit before and after-school care to the families of Manly West.

Children participate in various activities including crafts, sports, cooking, drama, games and much more. The centre also offers incursions where specialist providers provide diverse and inspiring activities for children to participate in.

Special theme days are run throughout the year including picnics, parties, and appearances by special guests to celebrate various occasions. Parents are notified of these special occasions in advance.

Hours & Fees

Before School Care

Hours: 7am-9am

Fees: \$16.40 per session

After School Care

Hours: 3.20pm-6.30pm

Fees: \$26.40 per session

Child Care Subsidy is available to eligible children.

Enrolments and Waitlists

All Manly West families are eligible to enrol at BASC. Please be aware that there are waiting lists for BASC places across all year groups from Kindergarten through to Year 6. Should you require care please notify the BASC administration as soon as possible.

While we offer places to all families, registering your child doesn't guarantee an immediate place.

How to enrol

To enrol, scan the QR code to go to <https://manlywestbasc.hubworks.com.au/> and click Enrol.



1. Enter your Child's Details
2. Enter Parent 1 Details. Parent 1 is the parent registered to claim the Child Care Subsidy. Bank account details are not required in this section.
3. Enter Parent 2 Details if applicable
4. Enter Emergency Contacts & Authorisations
5. Enter Health & Medical Information
6. Immunisations - not required
7. iPay Request - Enter your preferred Payment Method for direct debit
8. CLICK SUBMIT

Note: we are legally required under federal legislation to prioritise some children.

Contact BASC on 9948 8113 or email admin@mwbasc.com.au.

Alternatively, visit the website at www.manlywestpandc.org.au/basc



Other P&C activities

Band Program

The multi-award-winning Manly West Band program is a big part of the school and is available to all students from Year 3 onwards.

There are four wind/brass ensembles; the training band, intermediate band, concert band, and performance band.

Students in K-2 will be entertained by the bands at assemblies and special events throughout the year.

For more information about band visit <https://manlywestpandc.org.au/service/band/>

Events and Fundraising

Our events and fundraising teams provide a range of key social and fundraising events and initiatives each year to help build the sense of school community and raise much-needed funds for the school.

Regular events include the Easter morning tea, Mother's Day and Father's Day stalls and other fun parent and student events.

For upcoming and past events, visit <https://manlywestpandc.org.au/events-fundraising/>



Kindy Parents Cocktails

Join us for the Kindy Parents Cocktails event. It's a great chance to meet others in your child's class and year group.

The event will be held mid-Term 1, 2026, with more details shared early in the year.



Environmental and Sustainability Projects

The Environment Committee is committed to supporting our children and school through clean and green initiatives, in collaboration with the P&C, the School, and the Student Representative Council (SRC). These include:

- Recycling containers via ReCollect
- Sharing green tips in school newsletters (e.g. recycling advice)
- Supporting sustainable P&C events like Mother's Day stalls and Father's Day BBQs
- Partnering with the Canteen to promote sustainable initiatives.

Easy ways to support sustainability at school:

- Waste Free Wednesday – encourage zero-waste lunches; red bins 'go on holiday' (tips on our website)
- Label uniforms – helps return lost items, especially for Little Kindies learning the ropes
- Sign up to ReCollect – raise funds for the school and have recyclables picked up from your doorstep. A win for the environment and our community!

Interested in supporting our children at school? The Committee would love to have you on board.

To learn more information, visit: <https://manlywestpandc.org.au/service/environment-committee/>

Enrichment Programs & Special Presentations

Our team coordinates enrichment programs for students and their families. Some are regular like our Interrelate presentations and our CyberSafety talks.

Others include workshops with leading artists and authors, and entrepreneurial workshops for our budding enthusiasts– it depends on the interests of our committee members at the time.



Kitchen Garden

The Kitchen Garden program is a vibrant space where both our garden and students thrive. Volunteers play a key role in keeping it flourishing.

This outdoor classroom supports learning across multiple curriculum areas and is used by students throughout the year.

Through the program, students plant, harvest, prepare, and share food they've grown. Parents and community members are warmly invited to help maintain the garden—tasks are simple, and training is provided.

For more information visit:
<https://manlywestpandc.org.au/service/kitchen-garden/>





Stay connected

We will continue to inform you of our services and activities through these various communication channels.

Class Parents

Class Parents are a vital link between the classroom teacher and families, sharing important updates from both the teacher and the P&C.

It's a great way to connect with others, get to know your child's teacher and stay informed about school activities. Please consider volunteering as a Class Parent—more details will be shared during Term 1 parent information sessions.

P&C News and Information

Our main communication channels include our section in the weekly school newsletter, emails and the Hill Street electronic notice board. The newsletter is emailed to families and available on the school website:

www.manlywest-p.schools.nsw.gov.au

For special events or activities, the P&C may send emails via the school network or through your class parent. Occasionally, you may receive direct emails from specific teams, such as BASC.

Visit www.manlywestpandc.org.au for volunteer opportunities, meeting details, and information about our services, programs, events, and how to get involved.

Join our dynamic school community

Our school community and volunteers are essential to making everything we do possible. You can make a real difference to your child's school experience – no experience needed, just a willingness to get involved and support our students at Manly West.

The P&C represents our school community and works with the school to choose, develop, and implement key projects. With your help, we can continue delivering quality services for our students and families.

There are many ways to get involved – from classroom activities to joining the P&C. Members have voting rights and help shape our services and programs. Membership is just \$1.

You can join as a general member, be part of the Executive, or join a subcommittee. Nominations are open until the week before the Annual General Meeting, usually held late in Term 1.

Learn more at:
www.manlywestpandc.org.au/join-our-team

Contact us

Manly West Parents and Citizens' Association

 Griffiths Street Balgowlah NSW 2093

 www.manlywestpandc.org.au

 website@manlywestpandc.org.au

 02 9948 2257

Proudly Supporting our School

The Manly West P&C is a not-for-profit organisation and all monies raised go directly back to our school.

