

## FWCSS Buildings and Grounds – Working Bees Information for New Families

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Dear Family,

One of the most enjoyable things about having a child enrolled at FWCSS, is the opportunity to become involved in growing our school community. There are many parent activities offered at the school, and new faces are warmly welcomed. We are a creative community of 'doers'!

At working bees, we aim to have fun whilst contributing to the maintenance needs of our extensive school grounds and school buildings. Working bees are a great opportunity to grow your circle of friends or to just enjoy the fresh air at our lovely school. Working bees are always a friendly, social atmosphere, with groups often coming together for a shared morning tea or lunch.

### So how does it all work?

At start of each school year, families at FWCSS are invited to join one of seven Working Bee Zones (detailed below). Working bee sign-up sheets are posted on the parent noticeboard near the entrance to the Early Childhood area in the first 2-3 weeks of Term 1. Reminders are placed in the school Newsletter, which is the primary method of whole-school communication – please keep an eye out. Simply choose a Zone, and write your details on the sign-up sheet. You may choose your zone based on which class your child belongs to, your area of interest, your particular skill or purely for social reasons. If you are joining the community mid-way through the year, please contact a Zone Coordinator directly. Don't feel shy – you will be welcomed with open arms!

### What happens after I have signed up?

Each Zone has a Zone Caretaker. Together, the Caretakers form part of the FWCSS Buildings and Grounds (B&G) Committee. Caretakers meet as a group regularly with the FWCSS Site Manager, to discuss planned work around the school. Any large projects planned must be approved by the Site Manager, who works closely with the College of Teachers, the Head of School, and the School Council to ensure that projects align with the future direction of the school, in accordance with the FWCSS Master Plan. Zone Caretakers are also responsible for ensuring that at each working bee, you are aware of the location of First Aid Kits, fire extinguishers, and have been briefed on any safety issues pertaining to the tasks planned.

Caretakers will email the families in their Zone early each term to arrange a working bee date. It is your responsibility to communicate with your Zone Caretaker (email is best) about when you will complete your working bee hours. If the date chosen for the working bee does not suit you, there may be another working bee in a different Zone that does. Usually, upcoming working bees are advised via the Newsletter and on the chalkboard in the driveway to the school. It is perfectly OK to attend working bees in other zones, but please make sure that you let the relevant Zone Coordinator know that you wish to jump on

board - extra hands may mean that a larger project can be tackled. Alternatively, there may be jobs you can do in smaller  $\frac{1}{2}$ -1hr sessions throughout the term. See your Caretaker to discuss this possibility.

### What happens if I don't sign up to a Zone?

At the beginning of each year, a Site Maintenance Levy of \$600 is charged to each Primary School family (Prep to Class 6). This is applied pro-rata to families enrolling during the year. This fee does not have to be paid upfront, although many families choose to do this. It is fully refundable when a family representative (or two or three!) attend one working bee, of a duration of at least 4 hours, per term. At each working bee, you will be asked to sign an attendance sheet. Your Zone Coordinator will then lodge the sheet with the Office, and a refund of \$150 is processed at the beginning of the following term. Working bee hours cannot be 'banked'. Nor can they be 'caught up'. This ensures that grounds maintenance is spread evenly across the year.

Playgroup and Kindergarten families are very warmly invited to come along to Working Bees, however will not be charged the Site Maintenance Levy. For families in the Early Childhood area, working bees are a good way to get a feel for the Primary School, contribute to the beautiful grounds that one day your child will play in, and ask questions of other parents with older children about their experience in the Primary Classes.

Although we encourage all families to join in with working bees, we realise that sometimes circumstances prevent this. If you are in this situation, you can choose to simply pay the \$150 Site Maintenance Levy for the term. This money is used to offset the cost of employing contractors to complete maintenance tasks around the school.

### Children at Working Bees

Working bees are great fun for children and provide important modelling on how to build a community, contribute, work together harmoniously, and have fun at the same time. However, please be aware that for safety, children must be supervised by the parent attending and are not permitted in classrooms or the Wetlands area without an adult. Dogs are not to be loose on school grounds as per usual school rules.

### Further Information

If you have any other questions, please see your Zone Caretaker or contact the B&G Coordinator, Tracey Rose on 0416 030 511 or email: [tracey\\_rose@rocketmail.com](mailto:tracey_rose@rocketmail.com))

Zone	Caretaker	Email contact
Wetlands	Louise Murray	<a href="mailto:lmur435@gmail.com">lmur435@gmail.com</a>
Kinder/Playgroup	Leanne Freestone & Meaghan Budd	<a href="mailto:leannefreestone@gmail.com">leannefreestone@gmail.com</a> <a href="mailto:cmorgeau@hotmail.com">cmorgeau@hotmail.com</a>
Prep	Dom Abella	<a href="mailto:dom.abella@hotmail.com">dom.abella@hotmail.com</a>
Class 1 yard	Tom Smith	<a href="mailto:mr.tsmith.84@gmail.com">mr.tsmith.84@gmail.com</a>
Teardrop & Orchard	Louise Poon	<a href="mailto:junkowl@yahoo.com">junkowl@yahoo.com</a>
Garden & Orchard	Tracey Rose	<a href="mailto:tracey_rose@rocketmail.com">tracey_rose@rocketmail.com</a>
Oval	Quill Howard	<a href="mailto:quillwalker@yahoo.com.au">quillwalker@yahoo.com.au</a>

So, in summary the steps to becoming involved are:

1. Choose a Zone
2. Sign up or contact a Zone Caretaker
3. Check your Newsletter and keep an eye on your emails for Working Bee dates
4. RSVP to your Zone Caretaker
5. Attend working bee
6. Sign attendance sheet

*Have fun!*