

## FWCSS Buildings and Grounds – Working Bees



Dear Families,

At FWCSS, the families of our students are welcomed and encouraged to become involved in growing our school community. There are many parent activities offered at the school. We are a creative community of 'doers'!

Working bees contribute to the maintenance needs of our extensive school grounds and school buildings, and provide an opportunity for families to get to know each other, and enjoy the outdoor work in our school. Working bees have a friendly, social atmosphere, with many choosing to share morning tea or lunch. Working bees help us keep our costs, and therefore fees down, and provide an alternative to paying the annual site maintenance levy.

### So how do Working Bees work?

In summary

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

At the beginning of each year, a Site Maintenance Levy of \$600 is charged to each Prep to Class 6 family. This is applied pro-rata to families enrolling during the year. In lieu of paying the Site Maintenance Levy, families are invited to join one of seven Working Bee Zones (detailed below). Each Zone has a caretaker, who coordinates the sign up, the dates for the Zone working bee, and the tasks that need to be done.

- 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 and the final weeks of Term 4, for the new year.
- Reminders are placed in the school Newsletter, which is the primary method of whole-school communication - please keep an eye out.
- Choose a zone and write your details on the signup sheet. You may choose your zone based on which class your child belongs to, your area of interest, your particular skill or other reasons. If you are joining the community mid-way through the year, please contact a Zone Caretaker directly. Don't feel shy - you will be welcomed with open arms!

### What happens after I have signed up?

The Buildings and Grounds Coordinator and Zone Caretakers meet regularly with the FWCSS Operations Manager, to identify tasks that need to be done around the school. Zone Caretakers are responsible for ensuring that everyone at the working bee is aware of the location of First Aid Kits, fire extinguishers,

and any safety issues pertaining to the planned tasks. The School Council, Head of School and the College are working on the long-term planning for the school. Therefore, any large projects must be approved by the Operations Manager.

- Zone Caretakers will email the families in their Zone early each term to arrange a working bee date. If you can't get to your Zone working bee, you can come to another working bee in a different Zone. Please work with your Zone Caretaker to make any changes to your working bee dates, as they plan tasks around who is coming. Please note, that any work done during school hours will require you to hold a Working With Children's Check (<http://www.workingwithchildren.vic.gov.au/>), a copy of which must be provided to the Office. You will only need to show this once - the office will keep a copy on file. No vehicles may be brought onto school grounds between the hours of 8.30am and 3.30pm, Monday to Friday.
- At each working bee, you will be asked to sign an attendance sheet. Your Zone Caretaker 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.

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

One or more adult family representatives need to attend one working bee per term, for at least 4 hours in order to receive a refund of the Site Maintenance Levy. The Site Maintenance Levy of \$150 per term (up to \$600 per year) will apply to those who do not attend a working bees during the term.

### Playgroup and Kindergarten families

... are very warmly invited to come along to Working Bees, but will not be charged the Site Maintenance Levy. Working bees are a good way to get a feel for the Primary School, to contribute, and get to know Primary School children and families.

### Children and dogs 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, for safety reasons, 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 Buildings and Grounds (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:meaghan.budd@icloud.com">meaghan.budd@icloud.com</a>
Prep	Kathleen Abella	<a href="mailto:kathleen.abella@gmail.com">kathleen.abella@gmail.com</a>
Class 1 yard	Tom Smith	<a href="mailto:mr.tsmith.84@gmail.com">mr.tsmith.84@gmail.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>
*Teardrop & Orchard		
FWCSS Operations Mgr	David MacFie	<a href="mailto:david@fwcss.com.au">david@fwcss.com.au</a>

\*this position is currently vacant - to express an interest, please contact [tracey\\_rose@rocketmail.com](mailto:tracey_rose@rocketmail.com)

Have fun!