



FACT SHEET 2

School communication to parents/caregivers - Parent committees



Committee	Details	Audience	Lead responsibility
School Council	<ul style="list-style-type: none"> • Meets quarterly • Quarterly Council update in P&C newsletter 	<ul style="list-style-type: none"> • Elected members from school, parents and community • Parents/ caregivers, staff and broader community 	School Council Chair supported by school administration
P&C	<p>Meets monthly on fourth Wednesday</p> <p>Information and reports provided in P&C newsletter:</p> <ul style="list-style-type: none"> • Available fortnightly (alternate week to school newsletter) on: <ul style="list-style-type: none"> • school website • QSchools app • Email alert with link for registered subscribers • Paper copies available at school office • Events advertised on noticeboard and on website, Facebook 	Parents/caregivers Staff Broader community	P&C Executive supported by school administration
P&C sub committees: <ul style="list-style-type: none"> • Music • Sports • School operations (tuck shop and uniform shop) • Fundraising • School age child care service • Amateur swimming club • Bilingual Support Group 	<p>Meet as required</p> <p>Information and reports provided in P&C newsletter, available as for P&C</p>	<ul style="list-style-type: none"> • Elected members of sub committees • Parents/ caregivers, staff and broader community 	P&C Executive