



Helidon State School

Respectful | Responsible | Safe | Learners

Thursday 27th February 2025

Dear Parents/Carers,

Below are a couple of important updates.

Changes to Tuesday office arrangements

As communicated via SMS last week, our Business Manager Terri Kugel will be working on Monday, Wednesday, Thursday and Friday from this week. As a result, there will be some changes to our admin operations on Tuesdays. *All other arrangements on other days will remain the same.*

Will the office be open on Tuesdays?

YES, but there are some changes for Tuesdays.

- The office *will not always* have someone to meet you if you come into the office.
- If you need to visit the office on a Tuesday it would be best to call ahead and let us know, or make a time and someone will be there.
- Phones:
 - Phones will be answered *before 9:30am and after 2:00pm.*
 - Between 9:30am – 2:00pm the phones *may not* be answered immediately. Please leave a voice message with your name and return phone number.
- From week 6 (commencing March 3rd), Pie Day payments via QKR will close at 4pm on Mondays. Cash can be brought to school on Tuesday morning.
- Unless attended to by P&C volunteers, the Uniform Shop will be closed on Tuesdays.

Parents and Citizens Association (P&C) Notice of AGM

The P&C Executive last night notified P&C members of details for this year's Annual General Meeting (AGM).

Date: 12.03.2025

Time: 5.30pm

Location: School Library

All staff, parents and citizens of the Helidon Community are invited and encouraged to attend.

The P&C's focus in 2025 is to support the school, staff and students by providing funding and community connection for enhanced services, resources, improvements to the school facilities and to subsidise costs to parents where possible.

Nominations and election of the 2025 Executive Committee will take place at the AGM.

Positions vacant include:

- President
- Vice President
- Treasurer
- Secretary

Other non-executive positions, to be discussed and decided at the AGM, may include:

- Fundraising/Events Coordinator
- Uniform Shop Coordinator

We pay our respects to the traditional owners of the land on which our school is situated.

- Breakfast Club Coordinator

Nominations for Executive Committee members are accepted prior to the AGM and are encouraged - you can do this either in person to an Executive Member, via email to PandC@helidonss.eq.edu.au or by dropping these into the school office.

The following 2025 membership and nomination forms are available at our school website at <https://helidonss.eq.edu.au/our-community/pandc>

- 2025 P&C Membership form and code of conduct
- 2025 P&C Executive officer nomination form
- Link to executive officer roles and responsibilities (P&C Qld website)

Further to this correspondence an agenda for both meetings will be provided in due course.

We look forward to seeing many new and well known faces attending and joining this years Lockyer Valley Regional Councils "Community Group of the Year".

Please contact me if you have any questions.

Dates for your calendar

More information and details will follow in the next few weeks

- **Barn Dance** – Friday March 28th at about 5:00pm – 7:30pm.
- **Cross Country Carnival** – Tuesday April 1st 9:00am – 11:00am.

Regards,



Mark Robertson
Principal