

HEATHCOTE
PUBLIC SCHOOL



SUCCESS
FOLLOWS EFFORT

HEATHCOTE PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Oliver Street, Heathcote NSW 2233 Tel. 9520 8759 Fax 9520 4638

Email: heathcotepublicschool@pandcaffiliate.org.au

ABN. 53 251 158 610



HEATHCOTE PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION MEMBERSHIP INFORMATION

The Heathcote Public School P&C Association is a not-for-profit organisation, established to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation. Our P&C Association assists in providing facilities and equipment for the school, and in promoting the recreation and welfare of all students.

Membership of the Heathcote Public School P&C Association is open to all parents and guardians of pupils attending the school and to local citizens. Our P&C Association is always keen to welcome new members and particularly members who access or have an interest in the services provided by the P&C Association, such as our OOSH, Canteen and Uniform Shop.

Meetings are held on Tuesday evenings at 7pm in the library, in weeks 3 and 8 of each school term. The AGM is held at the second meeting of the year (Term 1 week 8). Heathcote Public School P&C Association operates sub-committees where your contribution would be greatly appreciated. Annual membership is \$1 and entitles you to be involved in the decision making of our Association. When you become a financial member you agree to follow the Constitution, By-Laws, Code of Conduct, Social Media Policy and Sub-Committee rules as adopted by the Heathcote Public School P&C Association; electronic copies of these documents are available from our school internet or hard copies are available from the Secretary on request. You are recognised as a financial member of the Heathcote Public School P&C Association after the meeting closes at which you submit your payment. The Treasurer will issue you a receipt for this payment on request.

If you are interested in becoming a member please complete the form and Code of Conduct and bring them with you to the next meeting of the Heathcote Public School P&C Association. The Code of Conduct is available on the school website. If you are unable to attend the next meeting but wish to become a member please submit them together with your payment to the Treasurer via the school office.

Heathcote Public School P&C Association thanks you for your interest.

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**HEATHCOTE PUBLIC SCHOOL
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MEMBERSHIP FORM**

FULL NAME: _____ (PLEASE PRINT CLEARLY)

TITLE: MR / MRS / MISS / MS (CIRCLE)

SCHOOL COMMUNITY MEMBER TYPE: PARENT / CITIZEN (CIRCLE AS APPROPRIATE)

CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

**I GIVE PERMISSION FOR MY EMAIL ADDRESS AND PHONE NUMBER
TO BE GIVEN TO OTHER P&C MEMBERS:** YES / NO (CIRCLE)

I include a payment of \$1 to become a financial member of Heathcote Public School P&C Association.

PLEASE PROVIDE ME WITH A RECEIPT: YES / NO (CIRCLE AS APPROPRIATE)

I acknowledge that I agree to follow the Constitution, By-Laws, Code of Conduct, Social Media Policy and Sub-Committee rules as adopted by the Heathcote Public School P&C Association.

Please find attached my signed copy of the Heathcote Public School P&C Association Code of Conduct.

SIGNED: _____

DATE: _____



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Heathcote Public School P&C Association Code of Conduct

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Heathcote Public School P&C Association while undertaking any role or activity related to the Heathcote Public School P&C Association.

The Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

Heathcote Public School P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

Heathcote Public School P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

Heathcote Public School P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment

Diligence

Heathcote Public School P&C Association members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities

Working with Children

- The Heathcote Public School P&C Association adheres to the government's Working with Children Check legislation and relevant procedures

Conflict of Interest

- P&C Association members must declare interests which conflict, either perceived or actual, with your P&C duties and activities.
- A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests

Confidentiality

- Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure
- Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

Heathcote Public School P&C Association members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times. Violations of the Code of Conduct may result in removal from the Heathcote Public School P&C Association.

As adopted by the Heathcote Public School P&C Association General Meeting, 19 March 2013.

I have read and understood Heathcote Public School's P&C Association Code of Conduct.

Name: (please print) _____

Signature: _____ Date: _____