

# **Woodcrest College P&C**



## **Parent/Caregiver Information Pack**

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# **Introduction**

## **What is a Parents and Citizens' Association?**

The P&C is a school-based, not-for-profit organisation consisting of parents, carers, teachers and citizens created to bring the school and community together collaboratively. P &C's have existed for over 150 years and have long been recognised by Parliament as the representative voice of parents and carers with children and young people in State Schools. The objective of a P&C Association is to bring parents, carers, citizens and teaching staff together for the best interests of the school, students and their families.

Woodcrest State College P&C engages the school, parents, carers and citizens to facilitate collaboration to best meet the needs of the school and its students.

## **What does Woodcrest State College P&C do?**

- Encourage and facilitate parent and carer participation in their child's education and school life
- Assist the school with the establishment and ongoing review of school policies and procedures
- Determine the needs of the school community run events that benefit students and their families
- Run businesses that provide vital services for students and their families. These include our Primary Canteen, Secondary Canteen, Out of School Hours Care and Vacation Care and will soon include our uniform shop.
- Fundraise to provide equipment and resources for the school
- Provide facilities, equipment and resources for the school
- Creates a community and social connection for Woodcrest State College parents and carers and the wider community.

## **How do we raise money for the school?**

We run a number of fundraising events every year. The goals of fundraising, the events we run and the donations to the school are all decided at the General P&C meetings. The P&C also runs a number of businesses including the Primary Canteen, the Secondary Canteen and the Outside Hours School Care and Vacation Care Program for children attending Woodcrest State College. We will soon operate the Uniform Shop as well.

## **Why should I join the P&C?**

Parents and carers, as partners in the education process, have a right and a responsibility to play an active role in the education of their children. A vital ingredient for a student's engagement with schooling and learning is parent and carer participation. Being involved is one of the best expressions of support you can show your child and it positively impacts their schooling and educational experience.

The P&C gives parents and carers the opportunity to participate in the development and review of school policies procedures and decision-making about fundraising and allocating funds to best meet the needs of the school and students.

Students will attend Woodcrest State College for up to 13 years of their life. Getting involved with the P&C will keep you up to date about the inner workings of the school and your input will help ensure that every student attending Woodcrest State College will get the best possible schooling experience and education.

### **How do I Join?**

Joining the P&C is very easy. You can come along to monthly meetings or attend via video platform from home. P&C meetings are held in the Senior Campus Staffroom and via Zoom. Everyone is welcome to attend any of the meetings throughout the year. You can bring your child/children along if you need. If you cannot make the meetings, that's ok. You can still stay up to date with what's happening with the P&C.

To join the P&C, fill out the membership form at the back of this booklet. Once you have filled out the form, scan it or take a photo of it and email it to [operations@wscpc.com.au](mailto:operations@wscpc.com.au). When your form has been received, you will receive an email two weeks before each P&C meeting. This will have previous meeting's minutes, notices and a call for agenda items. You will receive an email with the meeting's agenda 24 hours before the meeting. Meetings are welcoming and informative.

### **What Joining the P&C does and doesn't mean**

Joining the P&C does not mean that you are expected to attend every meeting, or that you need to volunteer for every event. We have found that this is a very common misconception and prevents people joining the P&C. Joining the P&C means that you will be informed about what's happening with the P&C. It means that you receive emails with agenda call outs and be able to bring items to meetings via the agenda. You will receive meeting agendas and, the minutes from meetings. If you attend meetings, you will be able to be actively involved in decision-making through voting. At the meetings, you are under no obligation to raise your hand for anything but we sure would like your opinion and your ideas!

The more parents and carers that attend the meetings, the better understanding the school can get of what parents and carers of Woodcrest State College want for their students and their school. The P&C allows your opinions to be shared and membership facilitates active involvement in decision-making.

You can be actively involved in the P&C without attending meetings.

Filling out the membership form at the back of this booklet facilitates parents and carers staying informed and involved.

# **General P&C Meeting Information**

## **Parent mixer**

If you are new to the school, new to the area or just haven't had the opportunity to meet many other parents or carers of the school, come along to our parent mixer. This is a great way to meet other parents and carers of the school, the principals of the sub schools and the P&C executive members.

Join us for our parent mixer on the 16<sup>th</sup> February at 6.30pm in the Senior Campus Staffroom.

## **AGM Meeting**

The Annual General Meeting is held once a year before the end of March. This meeting is where the yearly audit of the P&C will be presented to the P&C for approval and when the Executive Committee and general roles of the P&C will be voted on. Nominations for positions will be sought prior to the meeting, as well as on the night.

## **General P&C Meetings**

General P&C meetings are held twice a term. All meetings start at 6.30pm and are held in the Primary School Staffroom. Children are welcome to come along. Zoom is available for all meetings, however with the success of the online meetings in 2020, in 2021 half our meetings will be all online. Meeting dates for the General P&C Meetings for 2021 are below.

16<sup>th</sup> February 6.30pm – Parent Mixer  
16<sup>th</sup> March 6.30pm – AGM (zoom available)  
16<sup>th</sup> March 7.30pm - General meeting (zoom available)  
18<sup>th</sup> May 6.30pm – Virtual meeting via zoom  
15<sup>th</sup> June 6.30pm – In person meeting (zoom available)  
20<sup>th</sup> July 6.30pm – Virtual meeting via zoom  
17<sup>th</sup> August 6.30pm – Virtual meeting via zoom  
19<sup>th</sup> October 6.30pm – In person meeting (zoom available)  
16<sup>th</sup> November 6.30pm – Virtual meeting via zoom

For all updates, cancellations and information please see our Facebook page 'Team Woodcrest' or our website [www.wscpc.com.au](http://www.wscpc.com.au).

# **How To Get Involved**

There are so many ways to get involved in your school community. There are many different opportunities within the P&C.

## **Canteens**

Volunteers are always needed and appreciated in both our School Canteens. The Primary School Canteen is open from 8.30am to 1.50pm daily, the Senior Canteen from 9am-1.40pm. You can volunteer in the kitchen, serve customers in the morning at the Primary Canteen before first bell, or put stickers on the order bags for 10 minutes after first bell. You can help make sushi rolls or do the

washing up. Any time you can give to the Canteens is valued and means the P&C can give more back to students and the school. If you can donate some of your time please contact [canteen@wscpc.com.au](mailto:canteen@wscpc.com.au) or use our new signup app by following the link <https://signup.zone/wscpc-volunteer>

## **School Banking**

School banking has been around for over 30 years in schools. Each Thursday after the morning bell goes, volunteers descend on the primary classes to collect banking books from children. The volunteers then meet in the Pathways building to 'bank' the money. Come join a lovely group of people for an hour or so each Thursday and have a cuppa while helping with the banking. Little ones welcome to attend.

## **Events**

Events are held all year long at Woodcrest State College. Regular events include Mother's Day Stall, Father's Day Stall, Discos, Red Food Days and Family Photo Day. Each event needs a team of volunteers for it to happen. Volunteer activities include purchasing goods, delivering flyers to class rooms and helping at the event. There's something for everyone to do, no matter their time restrictions. If none of these events are for you, keep your eyes peeled. Other fundraising events are run throughout the year as well. To keep up with all the information regarding upcoming events and volunteering opportunities please join 'Team Woodcrest' on Facebook.

## **All Volunteers**

When volunteering at our school, we want everyone to be as safe as possible. If volunteering inside school hours, please make sure you read and sign the Mandatory Training Booklet every year, and sign in and out of the school grounds via the tablets located in the administration offices. If volunteering in the canteens you will also receive an induction, some safety information and our volunteers handbook.

## **Executive Committee / General P&C Positions**

If you want to be involved in everything that impacts your child's education you may be interest in joining the executive committee or taking on one of the general P&C positions.

There are four roles in the Executive Committee: President, Vice President, Treasurer and Secretary. If the Executive Committee is not for you, we have a range of more focused roles in the general P&C including Social Media coordinator, Website Coordinator, Volunteers Coordinator, Advertising Coordinator, Events Coordinator and a Live Meeting Coordinator.

## **P&C Roles Explained**

There are a range of roles available that need to be filled in our P&C. Please see below for a detailed description on each role.

### **The Executive Committee**

#### **The President**

The President provides leadership and is the accountable officer of the P&C. Their role is to act as a representative of the P&C, to encourage communication between the P&C, School administration and the Community and to encourage participation in the Association. The President will chair meetings and conduct them in an efficient and timely fashion. They will be aware of the rules, the constitution and other documents governing the Association. The President is also a signatory for the P&C bank accounts, is one of the approved providers for the P&C OSHC and makes business decisions regarding the daily operation of the businesses the P&C run.

#### **The Vice President**

The Vice President provides support to all members of the Executive Committee. They will chair the meetings that the President cannot attend and carry out any duties that the President has delegated. They will also be familiar with the rules, constitution and documents that govern P&C's. The Vice President is also a signatory for the P&C bank accounts, is one of the approved providers for the P&C OSHC and makes business decisions regarding the daily operation of the businesses the P&C run.

#### **The Secretary**

The secretary collates the agenda papers for each meeting. They send the call out email for agenda items, work with The President to prepare the agenda for each meeting, send the agenda to all current P&C members, take minutes of the meeting, send minutes to all current P&C members and presents the previous meeting minutes for approval. They also record and maintain information pertaining to the activities of the P&C. The Secretary is also a signatory for the P&C bank accounts, is one of the approved providers for the P&C OSHC and makes business decisions regarding the daily operation of the businesses the P&C run.

#### **The Treasurer**

The treasurer has the overall responsibility for the financial management of the P&C. They must have knowledge of the P&C QLD Accounting Manual and comply with manual in all respects. They help prepare the annual budget in consultation with other members of the Executive Committee, the Office Liaison and the business Coordinators. It is the Treasurer's responsibility to make sure accurate accounts are being kept. The Treasurer is also a signatory for the P&C bank accounts, is one of the approved providers for the P&C OSHC and makes business decisions regarding the daily operation of the businesses the P&C run.



## **Smaller Roles**

### **Social Media Coordinator**

The Social Media Coordinator will help run the Facebook pages and groups that we currently have and any other social media we utilise in the future. It will be their responsibility, along with other social media administrators, to approve members, approve posts, keep a general eye on the content of the posts and to remove posts and/or members if necessary.

### **Website Coordinator**

The Website Coordinator will work with the P&C Office Liaison to constantly update content on the webpage.

### **Volunteer Coordinator**

The Volunteer Coordinator helps organise volunteers for events, with the assistance of the Advertising Coordinator and Events Coordinator. They also keep track of everyone who has been generous enough to volunteer their time.

### **Advertising Coordinator**

The Advertising Coordinator helps the P&C by creating posters and flyers for events happening in the school. They will also be in charge of distributing the poster or flyers and posting notices on social media to create awareness of meetings and events. They work alongside the Events Coordinator and Volunteer Coordinator.

### **Events Coordinator**

The Events Coordinator works with the P&C Liaison Officer and the School to plan, organise and facilitate events at the school. They work alongside the Advertising Coordinator oversee the advertisement of the event. They work alongside the Volunteer Coordinator and consider volunteer number requirements for events and clean up.

### **Live meeting Coordinator**

The Live Meeting Coordinator facilitates meetings via video platform and organises required equipment, running of video platform meeting and responding to written communication in the chat platform.

## **Canteen Information**

Woodcrest State College P&C Association runs an innovative canteen, offering our children and school staff a comprehensive menu with healthy and exciting options. We offer an everyday menu, summer and winter menus, daily specials and meal deals. We also offer up to four Red Food Days a year where children are allowed to buy items normally not allowed to be sold in schools due to their 'red light' label.

## New ordering platform

In 2021 the P&C have changed their online ordering platform from Flexischools to Monitor. This is an easier and cheaper platform for both caregivers and staff of the school. The big benefit is that caregivers and staff will no longer be paying a fee for every break and child they order for. Instead, there will be one fee of per order. Meaning you can order for multiple children, for multiple breaks and even for multiple dates all at once and you will only pay one transaction fee.

\*Please note that fees still apply for credit card payments. These fees are out of our control however we now offer bank2bank transfers which are free.

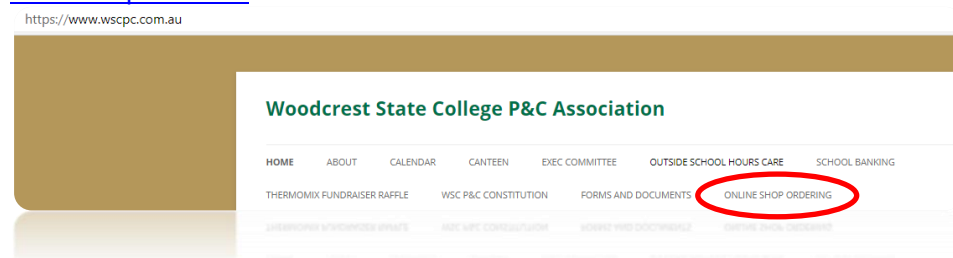
Online ordering cut off times are 8.45am on the day of order. Any order started before this time will still be able to be finished and placed before 9am as long as it was started before the cut off time.

Please see below for how to create accounts and order.

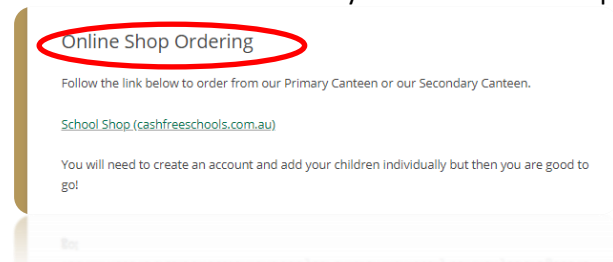
Online orders can be made through Monitor by following the below steps:

Head to the P&C webpage and select 'online shop ordering'

[www.wscpc.com.au](http://www.wscpc.com.au)

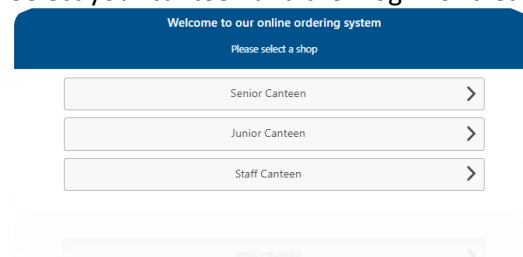


Select the link that will take you to our online shop.



At this point, if you would like to bookmark the below page, you can create a shortcut onto your main screen on your phone. The shortcut link will then function as an app for future use.

Select your canteen and then log in or create an account.



From here, you can log in or create a new account. You will be able to sign into your account for ordering.

## Primary Canteen

In 2020 we had great success with our new menu focusing on home-style, in-house cooked, healthy, great tasting meals and snacks. In 2021 we will be offering the same great food with some added extras to keep even the pickiest eater happy. We will also be adding options for specific dietary requirements.

We are moving towards online ordering for most food items. Drinks, icy treats, chips and most snacks will still be available to purchase during first and second breaks over the counter. When children order frozen items online from the Primary Canteen they will receive a coupon in their lunch order bag. Children need to take this coupon to the canteen to redeem it for their pre-purchased treats. Prep students will have their frozen treats brought to their classroom by the teacher who collects their lunch orders.

## **Secondary Canteen**

The Secondary Canteen offers a walk-through service where customers select their pre-made items and pay at the end. Food is freshly prepared each day. As with the Primary Canteen, we offer great-tasting, home-style, in-house cooked meals and snacks. Healthy burgers, sandwiches, wraps, rolls, salads and a number of other great options are also available. The selection of healthy choices and home-style choices will increase in 2021.

To guarantee that customers are able to purchase the items they would like, we recommend they place online orders. For instructions on how to do this please see the steps above under 'New ordering platform'.

We are heading towards a cashless canteen so if students are able to place online orders, bring a debit card or have a payment method on their phones, it will help us achieve this goal. There are a number of banks and other companies that offer safe services for children to have their own card if this choice is right for your circumstances.

## **Volunteers**

Both the Primary and Secondary Canteens are always in need of volunteers to help with our growing customer base. No experience is needed as our friendly staff are available to guide you and help with any questions you may have.

If you are available to volunteer one hour, a half day or a full day one day per week, one day per term or one day a year, we would love for you to come in. You will be helping the school community achieve improvements for students and staff and it's social and fun.

Some of the activities available are;

- Sticking labels on lunch bags
- Baking our in-house snacks
- Packing lunch bags
- Cleaning
- Cooking/ preparing food orders
- Serving students and staff

You can choose what you would like to do while you are having fun with us.

Both canteens are always in need of student volunteers to help with service during both first and second breaks. If you or your student would like to find out more about this opportunity, please ask them to see our friendly staff in their canteen.

If you would like to volunteer please click on the following link <https://signup.zone/wscpc-volunteer>

## **Canteen contact details.**

If you need to contact the canteens for any reason please use the following contact details;

- Secondary phone: 07 34379535
- Primary phone: 07 32802437
- Email: [canteen@wscpc.com.au](mailto:canteen@wscpc.com.au)
- Mobile: 0428126886

# **OUTSIDE SCHOOL HOURS CARE (OSHC)**

Woodcrest State College P&C Association OSHC is a new, visionary and dynamic service which truly reflects the community that we serve. Our grounds are amazing and will give your child the space they need to explore. This service is provided to assist parents who have work and family commitments outside school hours. Before and After School Care programs and a high-quality Vacation Care program for prep up to year 6 children are available. Families can choose to make permanent or casual bookings for children, dependent on their family's needs.

Our OSHC programs aim to extend and enrich children's wellbeing and development through varied and exciting programs. These allow children to play and explore in a stimulating environment, utilising the school campus facilities. Play and leisure are recognised as important learning opportunities. At OSHC, children have autonomy within our curriculum to strengthen their own identity and interpersonal relationships. Because we are situated on the school campus, we provide peace of mind that your children will be collected and dropped off safely.

OSHC caters to the varying ages, skills, interests and abilities of the children in care. We include a range of challenging recreational activities in accordance with the 'My Time Our Place: framework for OSHC' from the National Quality Framework. Each program includes a well- balanced food menu covered within the fees. We cater for many nutritional and special requirements.

Woodcrest State College OSHC is an approved provider and you may be eligible to receive the Child Care subsidy. To find out your eligibility, please refer to Human Services 136 150 or look online .

## **Hours of Operation**

Before school care:	6:30am –8:50am
After School Care:	3:00pm – 6:30pm
Pupil Free Day Care:	6.30am – 6:30pm
Vacation Care:	6.30am – 6:30pm

## **Fees**

### **Fees - Permanent**

Before school care:	\$18.50
After School Care:	\$25.00
Pupil Free Day Care:	\$62.00
Vacation care:	\$62.00

\*Excursion fees apply

### **Fees - Casual**

Before school care:	\$18.50
After School Care:	\$25.00
Pupil Free Day Care:	\$62.00
Vacation care:	\$62.00

\*Excursion fees apply

If you are interested in enrolling your child/children in OSCH, please pick up an enrolment form for 2021 at the Woodcrest State Collage OSHC or Email [oshc@wscpc.com.au](mailto:oshc@wscpc.com.au). Please do not hesitate to contact our OSHC coordinator if you have any queries or would like a tour on 0437 678 090.

## Uniform shop

During 2021, the Woodcrest State College P&C Association will be taking over the uniform shop. This is a great opportunity to add to the Woodcrest State College P&C Association's current businesses, and will benefit the whole school community. We will offer great priced, great quality uniforms for all students on site with online ordering and counter service. As this endeavour gets closer and more details become available, we will let you know.

## School Banking

Established in 1931, School Banking has been teaching money-management skills to generations of primary school Australians.

Students participating in School Banking will get weekly hands-on saving practice, when they bring their deposit to school in their Dollarmites deposit wallet on School Banking day. They will also receive a silver Dollarmites token each time they make a deposit. This can be redeemed for a Polar Savers reward. Not only does School Banking teach important money skills, it is also a great way for schools to engage with parents and carers and the broader school community.

Under the School Banking Contributions Program, schools receive an Annual Contribution each calendar year when their first School Banking deposit is processed. The amount paid is based on the number of students who made at least one School Banking deposit in the prior year. There are two types of yearly contributions. The number of students contribution, which could be up to \$600 if there were 501+ individual students who banked one or more times the previous year. The regular contribution is where **Commonwealth Bank donates \$5 for every 10 school banking deposits per student**. That means for as little as \$2 a year from each student (5c a week) Commonwealth Bank will donate \$20 to the P&C.

### **How to get involved**

If you would like to join our School Banking, please log onto the Commbank app and create a student account for your child. Once you have an account for your child, you can send your child to school with their first deposit.

If you haven't already received the Commonwealth Bank School Banking Deposit Wallet simply place their deposit in a ziplock bag (or envelope) along with their full name, BSB and Account numbers and their school class details and the banking team will give your child their new deposit wallet.

### **Helping the team**

The School Banking team are always looking for more helping hands. Whether you want to help collect the bank books in the morning or help do the paperwork, your help will be valued and you will enjoy the social event it always turns into. Please contact Nikki Kelly on 0415 448 304. Alternatively, Nikki can be found on our P&C Facebook site 'Team Woodcrest'.

## Upcoming Events

Approved fundraisers for 2021 are below. Please keep an eye out for updates on these events via 'Team Woodcrest' or our Website.

Primary school disco – April 30

Mother's Day Stall – May 5

5c Challenge - June

Father's Day Stall – September 1

Family Photo day – October 23

## **Paid roles of the P&C**

### **P&C Liaison Officer**

The Liaison Officer's main role is to oversee the businesses that the P&C own. They are responsible for working with the P&C Executive Committee to develop business plans and ensure the operation issues of the businesses are completed including the business accounting. The Liaison Officer acts as the go between with the school and the P&C Executive Committee, as well as instigating and delivering most of communication to the school community on behalf of the P&C Association of the College.

### **Canteen Coordinator & OSHC Coordinator**

The Coordinators of the P&C Businesses are responsible for the management of their staff, the day to day running of the businesses and working with the Liaison Officer to deliver an effective and efficient business for the College community.

## **Contact Details**

### **Contact details for the Canteens**

For general enquires please email [canteen@wscpc.com.au](mailto:canteen@wscpc.com.au)

Secondary Canteen phone: 07 34379535

Primary Canteen phone: 07 32802437

Mobile: 0428126886

### **Contact details for the OSHC**

For general enquires please email [oshc@wscpc.com.au](mailto:oshc@wscpc.com.au)

For urgent enquires please contact the OSHC on 07 3437 9569 or 0437678090

### **Contact details for the P&C**

For general enquires please email [operations@wscpc.com.au](mailto:operations@wscpc.com.au)

For urgent enquires please contact the school on 07 3280 2444 and ask for the P&C Office Liaison.

## **Grievance process**

For grievances regarding the businesses please contact the appropriate coordinator. For OSHC please email [oshc@wscpc.com.au](mailto:oshc@wscpc.com.au) and for the canteens please email [canteen@wscpc.com.au](mailto:canteen@wscpc.com.au)

If the matter is regarding the general P&C or the matter needs to be escalated please contact the Office Liaison at [operations@wscpc.com.au](mailto:operations@wscpc.com.au)

If you feel the matter has not been resolved through the above channels please contact the Executive

Committee at [president@wscpc.com.au](mailto:president@wscpc.com.au) and [treasurer@wscpc.com.au](mailto:treasurer@wscpc.com.au)



## **Application for P&C Membership for 2021**

### **Woodcrest College General P&C Association**

Please complete and return to the P&C Secretary

**Name:**

**Mobile phone:**

**Email address:**

**I am:**

- ☐ a parent of a student attending the school
- ☐ a staff member of the school
- ☐ an adult interested in the school's welfare

**I am:**

- ☐ applying for new membership
- ☐ renewing my membership.

**I apply for membership in the Woodcrest College Parents and Citizens' Association and I undertake to:**

- ☐ promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and comply with the Constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the Constitution, and any valid resolutions passed by the Association.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

**Signature:** .....

**Date:** .....

P&C Secretary Use

Date received:

Date Accepted:

Secretary's signature:

Entered in the P&C Register:

## Campus Map

### LEGEND

- ADMINISTRATION**
- A Campus Administration
  - B Secondary Administration
  - C Primary Administration
- CAMPUS PRECINCT**
- D Campus Stores
  - F Campus Staff Room
  - J Secondary Resource Ctr - RC
  - K Student Resource Scheme Ctr
  - P Secondary Canteen
- CAMPUS SPORTS**
- G Sports Centre - CM
  - H Primary Hall
- ENGLISH & HUMANITIES PRECINCT**
- L Secondary Pathways Ctr - SA
  - Humanities - S5/S6
  - English - S3/S4
  - Business - S1/S2
- PRACTICAL STUDIES & PERFORMING ARTS PRECINCT**
- E Campus Auditorium - PA
  - The Arts - PM & VA
  - Computer Resources - CRC
  - Science - ST and MSC
  - Applied Technologies - IN & SI
- MATHS & SCIENCE PRECINCT**
- M Student Support Services
  - N IHub (Inclusion Hub)
  - M blocks - M1 - M6
  - Junior Secondary Tech
- PRIMARY SCHOOL PRECINCT**
- I Primary School Resource Centre
  - O IHub - Primary (Inclusion Hub)
  - Primary Classrooms
  - Q Primary Canteen
  - W Community Hub

