**P&C early learning content and communication schedule**

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|  |  |  |  | **P&C** | | | | **School** | | | | | |
| **2023** | **DATE** | **Key messages/links** | **Communication/resource links** | **Facebook** | **Webpage** | **Email** | **Other** | **Newsletter** | **Facebook** | **Notice board** | **webpage** | **Reception** | **Other** |
| Feb | P&C mtgs | Welcome/welcome back, about us, contacts, invitation, reminder | Office Bearer roles, recruitment, Annual P&C meeting schedule, uniforms, Parent Survey |  |  |  |  |  |  |  |  |  |  |
| Mar | Mar 21 | Meeting invitation, what’s new  [Harmony Week](https://www.harmony.gov.au/) | Harmony reminder |  |  |  |  |  |  |  |  |  |  |
|  | AGM | P&C mtg | Lost property, uniforms, Parent Survey |  |  |  |  |  |  |  |  |  |  |
|  | 23 | [National Ride2School Day | Bicycle Network](https://www.bicyclenetwork.com.au/rides-and-events/ride2school/ride2school-day/#:~:text=National%20Ride2School%20Day%20Friday%2024%20March%202023%20Join,skate%20to%20school%20on%20Friday%2024%20March%202023.) |  |  |  |  |  |  |  |  |  |  |  |
|  | **Mar 2** | 7.30pm **ACT P&C Council EL mtg** [Register](https://us06web.zoom.us/meeting/register/tZMtd-ypqzsoGtYzhVk3g9hKQlhxTlWM5F9u) | preschool-kindy parent rep meeting |  |  |  |  |  |  |  |  |  |  |
| **Autumn** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apr |  | Event reminder | School holidays |  |  |  |  |  |  |  |  |  |  |
|  |  | Recycling 2nds shop |  |  |  |  |  |  |  |  |  |  |  |
| May |  | Meeting invitation/reminder | Back to School, winter orders |  |  |  |  |  |  |  |  |  |  |
|  | **May 25** | 7.30pm **ACT P&C Council EL mtg** [Register](https://us06web.zoom.us/meeting/register/tZ0kd-GhpzorHNSCvL7BTbo-ekHWdD_y5xIu) | preschool-kindy parent rep meeting |  |  |  |  |  |  |  |  |  |  |
|  | May 15-21 | [National Families Wk](https://nfw.org.au/) |  |  |  |  |  |  |  |  |  |  |  |
| Jun |  | Uniform fun fact | Winter stock available now |  |  |  |  |  |  |  |  |  |  |
|  |  | [Children’s Week](https://childrens-week.org.au/) grant application |  |  |  |  |  |  |  |  |  |  |  |
| **Winter** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jul |  | 2/7 [Naidoc Week](https://thesector.com.au/2022/11/21/2023-naidoc-week-theme-announced-for-our-elders/#:~:text=NAIDOC%20Week%2C%20to%20be%20held,and%20Torres%20Strait%20Islander%20cultures.) |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Uniform Recycling |  |  |  |  |  |  |  |  |  |  |  |
| Aug |  | School holidays  [Bookweek](https://cbca.org.au/cbca-book-week) 19 to 25 August |  |  |  |  |  |  |  |  |  |  |  |
|  | **Aug 17** | 7.30pm **ACT P&C Council EL mtg** [Register](https://us06web.zoom.us/meeting/register/tZUpcO6oqDgjGdYQDpntqxJJU4QXzm2wRcXI) | preschool-kindy parent rep meeting |  |  |  |  |  |  |  |  |  |  |
|  |  | Prep for new starters,  Meeting invitation, |  |  |  |  |  |  |  |  |  |  |  |
| Sep | 4/9 | Uniform Spring message |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 14/9 **Transition to School** Parent webinar | For ACT families with 2024 preschool/kindy starters. |  |  |  |  |  |  |  |  |  |  |
| **Spring** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sep |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Nov 9 | 7.30pm **ACT P&C Council EL mtg** [Register](https://us06web.zoom.us/meeting/register/tZ0vd-mgqTwpE92-JRiUhhiN-QlD_ANrCJKo) | preschool-kindy parent rep meeting |  |  |  |  |  |  |  |  |  |  |
| Oct |  | Meeting invitation, reminder, School holidays |  |  |  |  |  |  |  |  |  |  |  |
| Nov |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Summer** |  | Key messages: |  |  |  |  |  |  |  |  |  |  |  |
| Dec |  | Feedback, Review, survey draft, | Happy holiday season wishes  Farewell to year six. Thank you to families/teachers/volunteers/staff |  |  |  |  |  |  |  |  |  |  |

**P&C early learning content and communication schedule -** 10 weeks per term

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|  |  |  | |  | **P&C** | | | | **School** | | | | | |
| **2024** | **P&C mtgs** | | **Key messages** | **Communication resource/file links** | **Facebook** | **Webpage** | **Email** | **Other** | **Newsletter** | **Facebook** | **Notice board** | **webpage** | **Reception** | **Other** |
| **Summer** |  | | Welcome, welcome back, about us, contacts, webpage, Meeting invitation, reminder | New Year - New Uniform |  |  |  |  |  |  |  |  |  |  |
| Jan |  | | Meeting invitation, reminder, what’s new, uniforms, |  |  |  |  |  |  |  |  |  |  |  |
| Feb |  | |  | Lost property |  |  |  |  |  |  |  |  |  |  |
| Mar |  | | Events |  |  |  |  |  |  |  |  |  |  |  |
| **Autumn** |  | | Meeting invitation, reminder, Recycling 2nds shop |  |  |  |  |  |  |  |  |  |  |  |
| Apr |  | |  | School holidays |  |  |  |  |  |  |  |  |  |  |
|  |  | | Meeting invitation, reminder, |  |  |  |  |  |  |  |  |  |  |  |
| May |  | | Uniform fun fact | Back to School – winter orders |  |  |  |  |  |  |  |  |  |  |
|  |  | | Meeting invitation, reminder, |  |  |  |  |  |  |  |  |  |  |  |
| Jun |  | |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | Uniform Recycling | Winter stock message |  |  |  |  |  |  |  |  |  |  |
| **Winter** |  | |  | Uniform of the future parade... |  |  |  |  |  |  |  |  |  |  |
| Jul |  | | School holidays | Recycling |  |  |  |  |  |  |  |  |  |  |
|  |  | | Prep for new starters,  Meeting invitation, reminder, | Prep for new starters: flyer, tile, email, Poster, |  |  |  |  |  |  |  |  |  |  |
| Aug |  | | Uniform Spring message | School holiday |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| Sep |  | |  | Spring message |  |  |  |  |  |  |  |  |  |  |
| **Spring** |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| Sep |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| Oct |  | | Meeting invitation, reminder, School holidays | School holiday |  |  |  |  |  |  |  |  |  |  |
| Nov |  | |  |  |  |  |  |  |  |  |  |  |  |  |
| **Summer** |  | | Key messages: |  |  |  |  |  |  |  |  |  |  |  |
| Dec |  | | Feedback, Review, survey draft, | Happy holiday season wishes  Farewell to year six. Thank you to families/teachers/volunteers/staff |  |  |  |  |  |  |  |  |  |  |