

# WELCOME TO YOUR PTA



2011 - 2012

# **Welcome to Your PTA**

## **A Booklet for New Parents**

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## **1. Introduction**

A very warm welcome to our school.

This booklet is to introduce you, as a new family within our school community, to Chesham Bois CE Combined School Parent Teacher Association (PTA). If after having read it, you have any questions, please do get in touch with one of the PTA committee members, look at our website ([www.cheshambois-pta.org.uk](http://www.cheshambois-pta.org.uk)) or email us on [info@cheshambois-pta.org.uk](mailto:info@cheshambois-pta.org.uk).

## **2. Why Do We Have A PTA?**

We are very fortunate at our school to have a PTA that is and has been such an integral part of the school community for many years. Thousands of pounds have been raised, which have been spent on improving equipment and resources to enhance our children's education and the facilities in school.

Our PTA is about much more than just fundraising though. It also supports closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It is fun too - as we are sure you will find out if you join us at one of the varied events throughout the school year

All parents automatically become members of the Chesham Bois CE Combined School PTA when their children join our school. Parents and members of the school community can get involved in a variety of ways if they want to, even if they only have a small amount of time available.

The PTA is extremely conscious of the ethos and morals of our school and we try to respect this when organising and planning events. Not all of our events are run as fundraisers; for example, at Christmas our children's parties are run simply with the aim of giving the children a good time.

## **3. Why Are We A Registered Charity?**

It is a legal requirement that organisations such as ours, with an annual income in excess of £5,000, register with the Charity Commission. As a Charity we must abide by Charity Commission rules and regulations and we are bound by a constitution. Our constitution sets out rules about how we operate as a PTA and how we conduct ourselves. A full copy can be provided on request from the PTA secretary.

Being a Registered Charity allows us to:

- raise funds more easily from grant giving trusts, local businesses etc;
- take advantage of charity matched giving schemes.

Our PTA is also a member of the NCPTA, which is a national charity that advances education and supports over 1300 PTAs throughout the UK.

## **4. Role of the Committee**

Our PTA committee consists of a number of elected members, made up of parents and teachers, of which 3 Officers hold the positions of Chair, Treasurer and Secretary. A list of current PTA committee members is available on the website. No members of the PTA are paid. They do everything on a voluntary basis for the benefit of every child in the school.

The committee meet on a regular basis usually once or twice per half term, with smaller working groups meeting as necessary to organise the larger, more time-consuming events. If you are interested in joining the committee or acting as a class representative, please speak to any member of the committee or email for further information.

#### **4.1. Annual General Meeting (AGM)**

Our Annual General Meeting is held at the beginning of the academic year and this is the opportunity for all parents to come along and hear in more detail about events run, funds raised and how the money has been spent. We also elect our new committee at this meeting.

#### **4.2. Class Representatives**

We have class representatives, with 2 reps per class. They provide a link between individual class parents and the PTA committee. We hope that the support from class representatives will help when it comes to organising our main events. They will be the point of contact for ticket requests and sales. They will also organise rotas of help and donations, with the support of the PTA committee. Check the website for your class reps names.

### **5. How We Raise Money**

#### **5.1. Events**

Like most PTAs, the majority of our funds are raised through the events that we run. Some of our most popular events are the Christmas Fayre, Quiz Nights, Movie Nights and the Family Night - which this year is a Bollywood Night with an Indian Buffet and a raffle. We have had sponsored events - the latest being the sponsored Pancake Flip that raised over £1,000 this year. In the past we have printed calendars, tea towels and created coasters and Christmas cards using the children's own art work. We've had fashion shows, a joint fireworks display (in conjunction with 2 other local schools), a circus theatre show, Mother's Day craft events and had our own Apple Juice locally pressed.

So you can see there is always something going on and it is truly rewarding to see the children having fun at the events or enjoying using a piece of new equipment that the PTA has donated.

#### **5.2. Donations**

Donations are extremely important to making these events as successful as possible. These can be time, money, items for sale, donations for raffles or offers of services and skills.

We have links with the local community and are generally well supported by both residents and businesses for which we are very grateful. Many of our local shops are very generous in their donations of raffle prizes and some have taken part in our Christmas and May Fairs.

#### **5.3. On-Going Fundraisers**

We are also fortunate to have other opportunities open to us to raise money. We are members of various affiliate schemes which bring regular income in from larger businesses, without costing individuals a penny. Please take time to read the details at the back of this booklet as these represent the easiest ways for PTA funds to be boosted!

#### **5.4. Charity Matched Giving**

Charity Matched Giving is very simple. Companies or businesses pledge to donate an amount of money which relates to the amount that an employee fundraises for our PTA.

If you think that your employer has a matched giving scheme already in operation or if you would like some more information about setting up a scheme in your workplace, please talk to one of the PTA committee, or email us on [info@cheshambois-pta.org.uk](mailto:info@cheshambois-pta.org.uk).

## **6. How We Spend the Money We Raise**

Once money is raised from events the funds are banked straight away. The decisions on how to spend the money are taken at the PTA Committee Meetings.

Mrs Brown, our Head Teacher, has a "shopping list" of items that the school would like to purchase. Often this will be resources to improve a particular area of the curriculum or school environment - this year the focus has been on providing an Outside Learning Area which is now complete. This has involved the refurbishment of the decking area at the rear of the school with a new all-weather canopy installed overhead and new circular tables. Other times it is for a specific event which the children benefit from in a non-academic way – this year paying for the coaches to take every child to the pantomime before Christmas. In the main the PTA funds are for the "extras" that unfortunately cannot be provided by the school budget; items that make our children's learning & social experiences so much more fulfilling and exciting.

The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your child/ren will feel the benefit, along with everybody else.

In the past, we have provided items such as interactive whiteboards for all the classrooms, refurbishment of the school hall floor, installation of an air conditioning system in the ICT suite and provision of IT equipment.

The PTA does have ongoing commitments every year, for example:

- funding the cost of the dictionaries presented to Year 6 when they leave;
- providing Christmas parties and presents from a certain VIP when he visits the children at the Christmas Fayre.

At the back of this booklet is a list of items donated to the school during the past year and the amounts raised from various events.

## **7. How We Get Information to You**

We strongly advocate the use of email to communicate with class parents – currently all parents receive information from Class Reps about PTA events through this method. It reduces the printing requirements and therefore the costs involved. So, once your Class Rep is agreed you will be asked to provide an email address if you have one and are happy for us to use it. If we do have to send a letter, it will come home to you via your child's book-bag.

We have recently launched our own website; ([www.cheshambois-pta.org.uk](http://www.cheshambois-pta.org.uk)) to reduce the workload on the school and to keep parents up to date with events, provide links to on-going fundraisers, details of funds raised and donations made to date and an easy way to contact us.

We often ask for help or support for an upcoming event - if you can help, please email us or use the reply slip on the letter and post it into the PTA letterbox, which is sited on the school wall near to the front side entrance gate. You can also use this for any other communication with the PTA; rest assured it is regularly checked!

Following a PTA event we will provide an update on funds raised via the notice board on the front side entrance gate. If we can, we also tell you what the money will be spent on.

## **8. How Can You Get Involved?**

There are lots of ways you can help and support your child through the PTA.

Offering to help before events or at other times during the year is so valuable - it really is a case of "many hands make light work". It doesn't matter if you can't help on a regular basis, or even if you can't come into school. There are always small jobs that can be done from home if you have half an hour to spare (e.g. wrapping gifts, cooking fairy cakes etc.). We really couldn't achieve what we do without the behind the scenes help that exists throughout the school.

You can of course if you feel able, volunteer to be a Class Rep or Committee Member. Or you can simply support the AGM and give us your ideas for fundraising events - this is also the time to ask questions or voice your opinion. You can help by letting us know if you have any useful contacts or skills - we are always grateful for new ideas or openings which may boost our funds!

Thank you for taking the time to read our brochure. We hope you now know a little more about ***your*** Parent Teacher Association. On behalf of all the children we would like to thank you in advance for your very valuable support which enriches their learning experiences and helps makes their time in school so enjoyable.

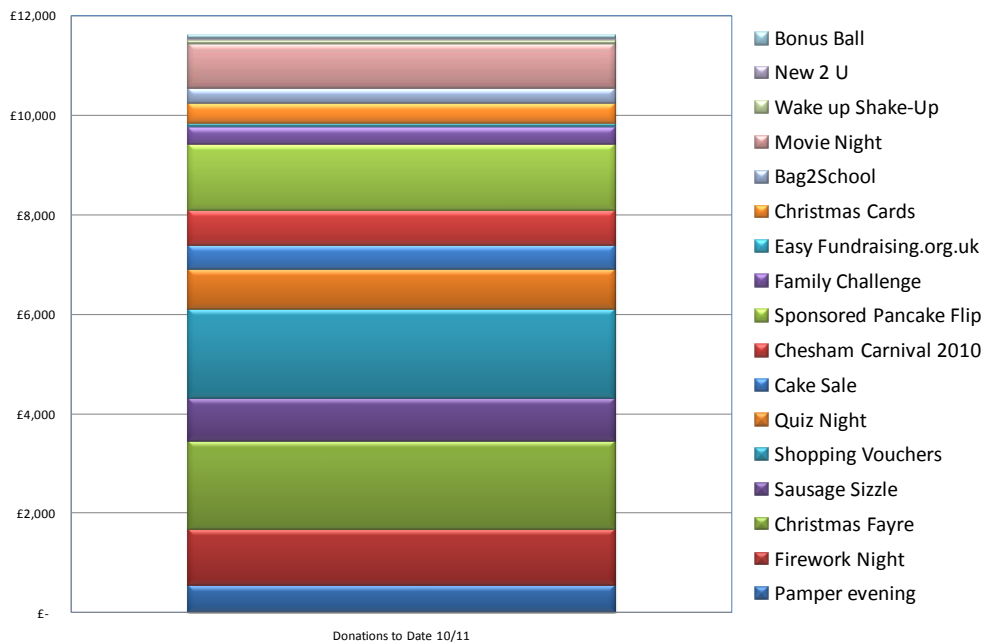
**From all the PTA Committee**

## 9. Appendices

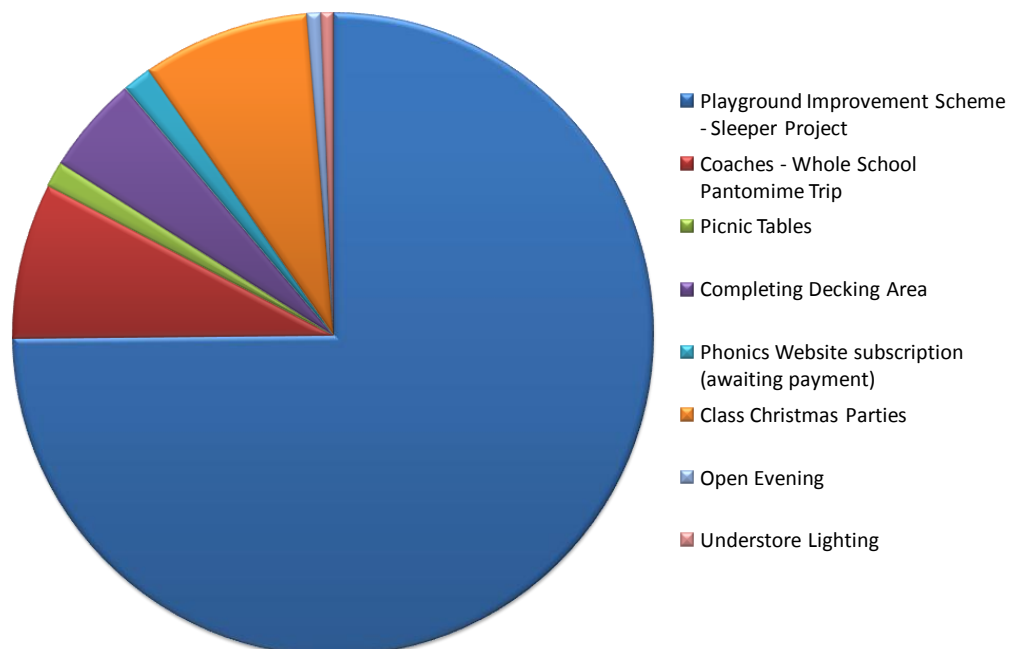
### Committee Members

Chair:	Louise Sjogren-Taylor		
Treasurer:	Sue Charters		
Secretary:	Claudia Stevens		
Committee Members:	Carol Brown	Rachel Butler	Fiona Debbage
	Zara Hobley	Kaciem Marcell	Betina Nielsen
	Sarah Paterson	Alison Phillips	Jeni Randles
	Paul Randles	Sarah Sheppard	John Twiddy
	Sasha Willox		

### Funds Raised To Date 2009 / 2010



### Donations to the School 2010 / 2011 (to date)



## On-Going Fundraisers

### Shopping Voucher Scheme

The Shopping Voucher Scheme represents the **BEST** way for us to make money – and it costs you nothing as you are effectively swapping your cash for a voucher. The time that the committee has to put into it is relatively small and yet already this year it has made over £2,000 so far for the fund! It is very easy:

- You purchase vouchers for Tesco, Sainsbury or Waitrose / John Lewis from the PTA. There is no cost to you - each £10 of your money is swapped for a £10 voucher.
- The vouchers can be used like cash in store - you still get your loyalty scheme points and you will receive cash change should the bill be less than the value of the vouchers.
- The supermarkets then donate a proportion (between 2% and 5% depending on the store) of the voucher value to the PTA fund.
- For ease you can pay by standing order that eliminates the need for a cheque every month. All the details are on the PTA website: [www.cheshambois-pta.org.uk](http://www.cheshambois-pta.org.uk) where you can download the necessary forms to post in the PTA letterbox.

**Labels4Kids** A great range of name labels, gym bags & label tags. Just select Chesham Bois PTA from the drop-down list on the order form. The fund receives a donation & you reduce lost property!! Check out the creative designs at [www.labels4kids.co.uk](http://www.labels4kids.co.uk)

**Yellow Moon** A huge range of craft supplies & gifts, which are great for party bags. Simply quote: **SCH1401** whenever you order and the PTA fund will receive a donation. Just go directly to their website: [www.yellowmoon.org.uk](http://www.yellowmoon.org.uk)

**Easyfundraising** Raise funds while you shop!! Register with [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk) and elect to support **Chesham Bois PTA**. Whenever you want to place an order with a retailer (e.g. John Lewis, Next, Amazon, Boots, M&S, iTunes, Interflora, Tesco, Thomas Cook, Dell) simply log onto the easyfundraising website find your retailer and follow the link through to their normal website. Your order is placed directly with the retailer as usual, with no extra cost to you. A proportion of your order value will be paid by the retailer to the PTA fund.

**School Link Books** School Link is brought to you by The Book People. They offer up to 85% off publishers' prices. It is not a book club, so you don't commit to anything, just make an order: Register at [www.schoolink.co.uk](http://www.schoolink.co.uk) with the Chesham Bois code: **1144787**. Every order will earn book vouchers for the school to spend, plus you will save money on fab books!!

Finally - could your workplace be involved in the programme? We could generate even more funds for the school, as well as benefiting the business. Check out our website: [www.cheshambois-pta.org.uk](http://www.cheshambois-pta.org.uk) for further details.