



# Fielding Primary School

## Parent Teacher & Friends Association Handbook



## **Welcome to our school.**

This booklet has been compiled by our Parent Teacher and Friends Association (PTFA) especially for you, as a new family joining our school community. Starting school is an exciting milestone in a child's life. Joining our school is a great opportunity for parents to feel an even bigger part of the local community. This booklet aims to provide you with information about our PTFA which forms a part of school life.

If you have any questions about the PTFA that remain unanswered, please let us know. We are always happy to chat.

## **Why do we have a PTFA?**

We are fortunate at our school to have a PTFA that is and has been an integral part of the school community, in its time the PTFA has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities. Last year we raised around, a staggering £30 000 and we are on track to raise a similar amount this year.

As fantastic as the fundraising is, our PTFA is about much more than simply raising money. The PTFA is an excellent way to bring parents and friends together socially in support of the school, working towards a common goal.

All families are automatically members of the PTFA when their child joins our school and everyone is encouraged to get involved.

The PTFA is extremely conscious of the inclusive ethos and diversity of our school, and we try very hard when organising and planning events to respect this.

As well as raising funds, the PTFA, plays an important part in building a strong community around the school:

- by getting to know parents and teachers outside your child's peer group
- by making little eyes sparkle at events created especially for them
- by learning to do new things as a team and thinking up new ideas
- by engaging with the local community on our doorstep
- making new friends and having fun

Not all of our events are run as fundraisers. Our children's disco, photographic competition, Easter Trail and The Big Picnic are run with the aim of giving the children a good time and as a way of thanking families for their continued support for the PTFA.



## **Charitable status**

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations.

Being a registered charity enables the PTFA to:-

- receive charitable donations from local and national companies
- apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- receive donations made through payroll giving and company matched giving schemes
- apply for Gift Aid

## **Links with local businesses**

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. Many of our local shops are very generous providing sponsorship; donations for raffle prizes, auction items etc and some have taken part in our Christmas and summer fairs. This support makes a huge difference to our school and children.

## **Our PTFA Committee**

As the PTFA is a registered charity, it has to have an annually elected committee (drawn from parent volunteers). Committee members this year are a mix of parents from different year groups. Most of us come into the committee with little or no previous experience in running events such as these. Many of us also work, so we have shared a number of the roles to make it more manageable. Together we have learnt new skills, created some fantastic events and had lots of fun in the process.

We are lucky enough to be supported by many talented parents who assist the committee with other jobs such as publicity materials, website design and sponsorship.

We also couldn't do our job without the support of our fantastic class reps.

## **Class Representatives**

Our Class Reps undertake a very important role. There are usually two reps per class (as they can share duties / ideas) who provide a link between class parents and the PTFA committee. It is helpful if one of the class reps is able to attend the PTFA meeting but minutes are always available if that is not possible.

Class Reps are vital when it comes to transferring information from the PTFA to parents. We really could not manage without them, when it comes to helping with our main fundraising events. From promoting PTFA events, organising stalls and volunteers for the



fairs, or arranging a night out, the class reps really are invaluable and we would be grateful for all parents to support their reps as much as possible.

If you are interested in becoming a class rep, please contact a member of the PTFA committee or email us.

### **PTFA Volunteers**

We have a growing list of PTFA volunteers who commit some of their time to helping the committee. Every little helps, so just one hour assisting at an event is invaluable. We are a big school, but full of very busy parents. Therefore, we really do need everyone to help a little, rather than it all falling on a few.

### **Committee Meetings**

Everyone is welcome at the PTFA Committee Meetings which are held every half term, at 9am in the school house and again at 8.30pm in a local pub meeting room, and last about 1 hour. Pre-school children are welcome to attend the morning meeting, there are toys and books to keep them occupied, snacks and tea and coffee for the adults.

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

We hold our Annual General Meeting (AGM) in October at which we elect our committee for the following year. A number of the current committee need to step back a bit, due to increasing work commitments so we are looking for interested parents to step forward. So if you would like to help give the school better facilities and ensure our children have lots of extra curricular activities, come along and join us.

### **How we raise money**

Like most PTFAs, the majority of our funds are raised through the events that we run. Some of our most popular fundraising events / activities are:

- Cake Sales
- Christmas Fair
- Summer Fair
- Quiz night
- Swish and Pamper Night
- Movie afternoon

We always welcome ideas for new events and try and respond to the children's requests; it is great to see them having fun at the events or enjoying using a piece of new equipment that the PTFA has donated towards.

### **Donations**

We raise money in other ways too and donations from parents are extremely important. You can donate time, money, raffle prizes and auction lots or offers of services and skills. Some



parents have also expressed an interest to donate a regular amount to the PTFA either, monthly, quarterly or annually and we are currently looking at the best way to enable this, incorporating Gift Aid

### **Give As You Live**

We've signed up to a fantastic scheme where parents can raise money for the Fielding Primary School PTFA at absolutely no cost to themselves – just by going about their normal online shopping.

Find out more:

Give As You Live, <http://www.giveasyoulive.com>

YouTube, <http://www.youtube.com/user/giveasyoulive>

### **How we spend the money we raise**

PTFA funds are spent on the 'extras' that are not completely provided for by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting. In the current economic climate, with impending cuts to schools, the work the PTFA does, is essential to support our school to deliver the best environment possible.

The PTFA makes an annual donation to the school. School leaders and governors decide how this money is spent, typically on capital projects which benefit all children, for example, library refurbishment or improving playground facilities. School leaders explain how the money has been spent to the Committee and other parents who attend regular PTFA meetings.

The PTFA also funds an additional trip or school visitor / experience for every age group each year

Some annual events are also supported by the PTFA on a bid basis, for example, Christmas presents for every class or Year 6 end of year production

### **How we get information to you**

We try to write a PTFA newsletter every half term. These aim to update the school on the past and future events, how much money has been raised and what it is being spent on. These newsletters are uploaded to the school website and circulated via the class reps.

Class reps are often sent information by the committee, which we ask them to pass on to the class. The way this information is passed onto you depends on class preference but may involve email, What's App group or Facebook page, or a mixture of all three.

We also try to post all the events on the Fielding Parents and Carers Facebook page and on the school website, in the PTFA section.



### **From the PTFA Committee**

Thank you for taking the time to read our handbook.

We hope you now know a little more about **your** Parent Teacher and Friends Association.

On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

Finally, please don't hesitate to contact us or any of the Committee if you have any questions. You can email us on [fieldingptfa@gmail.com](mailto:fieldingptfa@gmail.com) or leave a note at the school office.

Many thanks

**Chloe Hillman and Sarah Crisp**  
**Co- Chairs of Fielding Primary School PTFA**



## PARENTS' QUESTIONNAIRE

All families of pupils at our school are members of the PTFA. The PTFA runs regular fundraising and social events for the whole school community. Our fundraising efforts have enhanced the education and experience of all the children at the school and will continue to do so with your support. We would like to know a little bit about you and the events and activities that interest you. The PTFA Committee would appreciate it if you would take a few minutes to complete this questionnaire:

<b>Name:</b>	<b>Contact telephone no:</b>
<b>Child/ren's name and class:</b>	<b>Home:</b>
	<b>Mobile</b>

- What sort of events would you enjoy attending, e.g. quiz night, ladies night, family disco?

- Please list any skills or talents you have that the PTFA might be able to use: e.g. good with computers, painting, carpentry, gardening, baking, financial, marketing, craft, fundraising etc

- Do you work for/own a company that might be prepared to support the PTFA by donating a raffle prize or sponsoring a stall at our Christmas or Summer Fun Days? If yes, please give details.

- Do you work for a company that has a company matched giving scheme for employees, such as a bank or building society? If you don't know, would you be prepared to ask them?

- Would you be interested in supporting the committee to help plan and organise events as a PTFA volunteer? You do not need to attend regular PTFA meetings to become a PTFA volunteer.

- Would you like more information about joining the committee, the roles and responsibilities and the time commitment involved?



- Is there anything specific you would like the PTFA to fund? Please give details:

Every year we hold our AGM in November to report on the previous year's work and elect the new committee members. This is a meeting for all members of the PTFA, not just the elected committee members. It is our chance to tell you about our achievements and the difference we have made. We need the support of parents so that decisions taken at the AGM are valid and in line with our constitution.

**Please confirm your intention to attend (delete as appropriate)**

**Yes/No**

Details will be sent to you nearer the time.