



Information for Parents

September 2014

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I. Welcome to our Parent Teacher Association (PTA)

Dear Parent/Guardian

This booklet aims to provide you with information about our Alban City School PTA. We form a major part of school life and all families are automatically members of the PTA when your child joins our school - it's up to you how involved you become. This booklet will explain what we do, why we do it, and how you can be a part of it.

With best wishes

Laura Dart & Olive Hayes (co-Chairs)

2. Why do we have a PTA?

We are fortunate at our school to have a PTA that is and has been an integral part of the school community since it opened in September 2012. The PTA has raised thousands of pounds, which funds equipment, resources and experiences to enhance our children's education experience and the school's facilities.

Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff, parents, carers and friends together socially in support of the school, working towards a common goal.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available.

3. Charitable status

We are not currently registered as a charity and remain closely tied to the school in terms of how our funds are spent. Alban City School itself is a charity so the grants that we raise are directed straight to the school. As an association that may have official charitable status in the future we have included in our constitution the obligation to abide by Charity Commission rules and regulations surrounding accounting standards. Our constitution sets out the rules about how we operate as a PTA and how we conduct ourselves.

4. Role of the Committee

Our PTA consists currently of four officers: Chair, Secretary, Treasurer and Communications officer (the first three of which are Officers under our Constitution). Once the three Officers are elected at each AGM they may request nominations for one or two more officer roles, depending on the skill set of the Officers, and the scale of the plans for the year.

As of this academic year we will also have one (or two) class representatives for each class.

We hold regular open meetings to which all parents, carers, teachers and staff are welcome to attend.

The PTA meet monthly, with smaller working groups meeting as necessary when we are planning events.

5. Annual General Meeting (AGM)

Our Annual General Meeting is held at the beginning of the year, having had a term for our new parents to become part of the community. It is this occasion when we elect our new committee members and class representatives.

6. Class Representatives

Our class representatives will undertake a very important role.

The role of the Class Representative is wide-ranging but the core activity is to:

- attend PTA meetings,
- communicate information to parents in their class,
- recruit volunteers for events,
- maintain a class contacts list

Here are the main responsibilities of a Class Representative:

Make sure every parent in your class **know who their Class Representatives are.**

Spread the PTA word. Remind parents that everyone is automatically a member of the PTA as soon as their child joins the school, and that we would love for everyone to join in by attending events, coming to meetings, or even helping out!

Attend PTA meetings – but if you can't attend all of them that's not a problem – the PTA Secretary can send/tell you the information that needs to be passed on to parents as and when it's required.

Communicate PTA events to parents of children in their class, ask for volunteers to help at events, bake cakes, etc, and then communicate this back to whichever PTA member is organising that event. [Really, a lot of this is just talking to the parents in the class about forthcoming PTA events as you are waiting in the playground!]

Let parents know that they don't have to make a big commitment or come to meetings to be involved in the PTA. Just as important are those parents who help out in the background, perhaps cooking a dish /baking cakes, or helping label up tombola prizes at home, folding raffle tickets or helping prepare gifts for special events.

Sell tickets for PTA events - ensuring that parents in their class know about the events and encourage them to participate. Class Reps will be given tickets and flyers before each event.

Be a point of contact for parents in their class to pass suggestions, feedback, offers of help back to the PTA.

Maintain an up-to-date class contact list. Most contact with parents will be through conversations in the playground which is the most effective method but to also set up a class contact list consisting of names, addresses, email, SMS etc.

Welcome new parents joining the school during the year, ensuring that they are introduced to other parents in their class and given all relevant information.

Possibly **run informal social events** each term (but of course you don't have to be a rep to do this).

Ideally we need two class representatives for each class in school to share the work between them for that class. The more people that are involved, the less work it is, the more events we can organise, and the more money we can raise and fun we can arrange for the benefit all of our children.

If you are interested in becoming a Class Representative or PTA volunteer, please do not hesitate to talk to a member of the Committee (see Appendix A).

7. How we raise money

Like most PTAs, the majority of our funds are raised through the events that we run. With some of our most popular events being the summer and Christmas fairs and parent socials.

Donations of all kinds from parents are also extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

As our school is a registered charity, we are also able to raise money through *company matched giving* schemes, and other grants from time to time.

8. Company matched giving

Company matched giving is very simple. Companies or businesses pledge to donate to a charity such as ourselves an amount of money relating to the amount that an employee(s) donates or fundraises for us. We have been helped enormously in the past by this type of donation, and there are several benefits to both ourselves and the company involved.

- Employees' morale is boosted by having their efforts supported by their employer.
- The company benefits from having charitable donations written off against taxable profits.
- The company can endeavour to get publicity for their giving.
- Our school benefits from receiving perhaps double what we have raised at an event.

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace, please talk to our Treasurer or any of the PTA committee members (see Appendix A).

9. How we spend the money we raise

Decisions are made at our PTA meetings on how to spend the money and are discussed and agreed with Mrs Goddard, our Head Teacher.

In the last two years the funds raised have been spent on resources for the musical aspect of the curriculum, temporary resources for the school playground, and the library.. We have also been saving some funds for future playground development.

Our Constitution commits the PTA to spending money on things that will benefit the children directly.

We always endeavour to spend our funds in ways that will benefit all our children across all areas of the school and curriculum.

10. How we get information to you

All PTA newsletters/requests are printed on yellow paper – ensuring they are easily recognised. These include a termly newsletter, information on forthcoming events and dates plus requests for assistance, especially when we are planning large events. These will be put into your child's school bookbag.

11. How you can 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 doesn't matter if you can't help on a regular basis, or even if you cannot come into school. There are always jobs that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive.

If you would like to be more involved you can volunteer to be a Class Representative. Or you can simply come along to a PTA meeting and give us your ideas for fundraising events.

You can also help by letting us know if you have any contacts or skills we could use, everything is valuable to us.

Attending the events organised is of great value to the school. Supporting the events in this way, when you can, is the corner stone of raising funds and building a sense of community within the school.

Thank you for taking the time to read our booklet. We hope you now know a little more about **your** Parent Teacher 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 much more enjoyable.

From Everyone at Alban City School Parent Teacher Association

September 2014

Appendix A – PTA Committee

Committee Members

Chairpersons: Laura Dart & Olive Hayes

Secretary: Carla Sydenham

Treasurer: Una Lodge

Communications: Karen Francis