

Your Parent Teacher Association

Friends Of Overstone
Primary School



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Appendices

1. Parents' Questionnaire

Welcome from the 'Friends of Overstone Primary School'.

- 📍 This booklet aims to give you some information about our Parent Teacher Association - The Friends of Overstone Primary School, fondly known as FOOPS.
- 📍 As a new family joining our school, you will probably have many questions to ask. We hope to answer some you may have about the PTA here, however please contact one of the Committee members or your class teacher if you want more information.
- 📍 As a parent or carer of a child at the school, you are automatically a member of the association! That means all parents and members of the school community can get involved, even if you only have a small amount of time available. You can be sure that in supporting our school, your child / children will feel the benefit, along with everybody else.
- 📍 The extent you want to be involved will of course be dependent on many things, but if you are able to be involved in any way then you will be most welcome and we will be very grateful for your time. You are under no obligation to give more time than you can spare
- 📍 If attending a meeting seems a little daunting then we do have a number of parents who are 'friends of the PTA'. They do not actually join us at our PTA meetings, but do help at events when we need extra help.
- 📍 Currently we are particularly short of male helpers. We would encourage and welcome any dad/grandad/uncle who wants to join us!
- 📍 We are also always on the lookout for businesses to support us, either by sponsoring future events or providing donations. If you think, the company you work for would be interested, or if you know of a business that would like to be involved, please let us know.



■ Why do we have a PTA?

FOOPS works very hard raising money for school. We do this because the school budget just does not stretch far enough! We purchase equipment and provide extra opportunities for the children - all with the aim of advancing their education at school. The events we organise also have a very positive impact on the relationships between parents, children and staff.

However, FOOPS is about much more than simply fundraising. We work to provide links between home and school and to bring staff, parents, families and friends together socially in support of the school, working towards a common goal. Most importantly, it is fun and it is only with continuing support of parents and staff that we can succeed.

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

■ Charitable status

As a charity, we abide by Charity Commission rules and regulations. We are therefore bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as a PTA and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Committee members.

Being a registered charity enables the PTA to:

- ④ Receive charitable donations from local and national companies
- ④ Apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- ④ Receive donations made through payroll giving and company matched giving schemes
- ④ Apply for Giftaid. We are currently investigating this and hope set this up in the near future. If anyone has any experience with this, we would love to hear from you.

giftaid it

■ Parentkind

We are members of Parentkind, which is a national charity and membership organisation providing support and guidance for PTAs in England, Wales and Northern Ireland. We pay an annual membership fee to the PTA-UK, which gives us member benefits including comprehensive insurance cover for all PTA run events, support and advice on running the PTA plus fundraising ideas and good practice hints and tips. Each term we receive publications and guidance to ensure our events are legal and safe. In addition, www.pta.org.uk is a valuable resource.

Role of the Committee

■ Committee

A very small number of parents make up the actual Committee, backed up by a great deal of support from other parents in school!

Our PTA Committee officers are:

- ④ Joint Chair – Kathryn Hamilton & Michelle Coleman
- ④ Vice Chair – Emma Weston
- ④ Treasurer – Julie Westland
- ④ Secretary – Louise Broderick



We also have ordinary Committee members to make up the full Committee, these are:

- 📧 Sam Hales
- 📧 Louise Scott
- 📧 Jenni Rougie
- 📧 Sarah Brown

The Committee meet on a regular basis before events with smaller working groups meeting as necessary when we are planning larger events. An extra pair of hands is always welcome no matter how little time you can spare. Please come along to any of our meetings to hear more.

■ **'Friends' of FOOPS.**

We have a growing list of PTA volunteers who commit some of their time to helping the Committee. There are many ways you can help and support your child through FOOPS. Donations of time, money, items for sale, donations for raffles or offers of services and skills are all helpful.

Friends can help by:

- 📧 running stalls at after school events
- 📧 running stalls at evening events
- 📧 baking for events
- 📧 helping to set up / clear up for events
- 📧 selling tickets,
- 📧 helping with food / drinks
- 📧 keeping an eye out for bargains we can buy for tombola / competition prizes

Just one hour assisting at an event is invaluable.

We are grateful for all offers of help before events or at other times during the year – it really is a case of 'many hands make light work'.

It doesn't matter if you cannot help on a regular basis, or even if you can only help 'behind the scenes'. 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 could not achieve what we do without you or without the behind the scenes help that we receive.

Remember, you are under no obligation to give more time than you can spare.

If you are worried you might miss something during an event, maybe you could 'share' a stall (and children!) with a friend and take it in turns to help with a stall and enjoy the event.

If you are interested in joining the Committee or helping as a PTA volunteer, please come and talk to a member of the Committee.

Meetings

■ **Annual General Meeting (AGM)**

We hold our Annual General Meeting at the beginning of the academic year to report on the previous year's work and elect the new Committee members. This is a meeting for all members of the PTA, 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. It also provides an opportunity to hear in more detail about the funds we have raised and how the money has been spent.

It is also when we elect our new Committee members. You can also ask questions or voice your opinions.

Please support the AGM and give us your ideas for fundraising events.

■ **General Meetings**

You are invited to attend any FOOPS meetings. Dates are circulated ahead of time. We try to vary the day and time of meetings so if you have a regular commitment on a particular day, hopefully you can make it on a different day.

■ **Minutes**

Minutes of meetings and letters are posted on the school notice board, which is on the main wall of the school building.

Sharing Information

■ **Letters**

From time to time, we send letters and forms home in your child's book bag. All letters we send home are titled 'FOOPS' and have our logo on – so they are easily recognised. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning events.

Spare copies are usually available in the school lobby or available from the office.

■ **Posters**

These advertise upcoming events and are put up near both doors into school and in the hall windows facing the playground. Following our larger events, we always put a poster up thanking you for your support and let you know how much we raised.

■ **Facebook**

We regularly post on our closed Facebook page giving a roundup of events, details of the total amount raised, and how the money has been spent.
<https://www.facebook.com/groups/1523039051332030/>

■ **Contacting us**

If you have any questions, you can contact us on foops123@googlemail.com, talk to a Committee member in the playground or leave a note with Mrs Dobson or Mrs Barker in the school office.

We also have a page on the school website where you can find contact details and copies of minutes etc.

■ **Email**

Our email address is foops123@googlemail.com. We are currently trying to establish a list of parents' email addresses, so we can contact you this way. Please let the PTA Secretary have your email address.

How we raise money

Like most PTAs, we raise the majority of our funds through the events that we run. There is always something going on! We always try to 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 FOOPS has donated.

■ Events

Some of our most popular events are:

October	Halloween Disco	Our fun packed Disco with lots to do and take part in the fancy dress competition
December	Christmas concerts	Mince pies, tea & coffee & hot chocolate.
	Christmas Cracker	Fabulous Christmas fair with lots to do and buy.
February	Valentine's disco	Our fun packed Disco with lots to do
March	Easter 'Eggs-travaganza'	Spring into action with our Easter event, lots to do, buy or win.
June	Sports day	Coffee, tea etc. whilst your own sporty champion(s) race to glory.
	Rose Day	The children entertain you with country-dances followed by the Summer fete with lots to see and do.
July	End of term disco	Our fun packed Disco with lots to do and a chance to wish the Leavers 'Good Luck and Goodbye'

■ Mufti Days and Film Nights

'Mufti days' are held at various times throughout the year and give children the chance to wear their own clothes to school in exchange for bringing in a donation, this varies, it can be £1 or an item for the seasonal tombola. Film nights have become a popular event whereby children get to watch a film and enjoy a snack meal before being collected at 5.30pm.

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

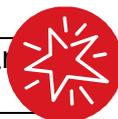
■ Links with local businesses

We are always well supported by both residents and businesses. Many of our local shops and companies are very generous providing donations for raffle prizes, auction items etc for our Christmas or Rose Day summer fair for which we are very grateful.

We are always on the lookout for businesses to support us, either by sponsoring future events or by providing donations. If you think the company you work for would be interested, or if you know of a business that would like to be involved or provide a raffle prize, please let us know.

■ 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 the company and ourselves 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 PTA benefits from receiving perhaps double what we have raised at an event

If you think that your employer has a matched giving scheme, or if you would like some more information about charity matched giving, please talk to one of the PTA members, or ask in the school office.

How we spend the money we raise

In the main the PTA funds are for the 'extras' not provided by the school budget, that make our children's learning experiences so much more fulfilling and exciting. Decisions on how to spend the money is agreed by the Committee at our PTA Committee meetings. Often Mrs Mardell will have a 'wish list' of items that the school would like the PTA to consider funding e.g. resources to improve a particular area of the curriculum or school environment. Sometimes this comes from the children, via the School Council, suggesting something, such as play equipment. Ideas also come from parents and carers.

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.

To give you more of an idea of how important PTA fundraising is to all the children at Overstone Primary School, FOOPS have funded the following:

- 📍 Transport costs for school swimming sessions
- 📍 A new school library
- 📍 Whole school trip to see the Pantomime
- 📍 School Minibus
- 📍 Contributed to costs of day trips to help bring study to life e.g. museums, outside groups coming into school to perform.
- 📍 Gifts for our Leavers
- 📍 Chrome books
- 📍 Book tokens for the end of year Attainment Awards
- 📍 Importantly, every year we help Father Christmas with some of his errands in the run up to Christmas!

What the PTA means to our school

Because our PTA involves the whole school community, we thought you would like to know what others think about our PTA.

■ From the Governing Body

'The PTA membership includes all parents and carers and forms an essential part of Overstone Primary School. The contribution of everyone underpins the school and is greatly valued.'



Over the last few years, financial support has enabled us to create an increased learning environment for the children with an outdoor play area, an annual pantomime and contributions to various school trips and visits.

The PTA has also provided curriculum resources, which the children are able to use and enjoy. Social functions at the school enable everyone to meet together in a relaxed setting and for the children to see parents and staff working together for their benefit. OPS has a lively and enthusiastic learning environment to which the PTA's commitment and hard work contributes and everyone in the school is very grateful to them.'

Sue Collins
Governor

■ **From the Children**

'At Overstone Primary School, we are very lucky to have a group of friendly people called the FOOPS. The FOOPS stands for ... Friends of Overstone Primary School.

In the group, there are 4 people who give up a lot of their time to help our school. Belonging to the FOOPS we have: the chair, the treasurer, the vice chair and the secretary.

The FOOPS have brought us a lot of fun through the years. For example, chrome books, stationery, the panto every year, our trips and many more! All of school appreciate what the FOOPS have done for us. Thank you FOOPS.'

From the School Council

■ **From our Headteacher**

'The Friends of Overstone Primary School (FOOPS) is a dedicated and active organisation. It consists of a friendly, welcoming group of parents who enhance the education of our children by arranging social occasions and by providing financial support through fund-raising events. The school greatly benefits from the fundraising FOOPS undertakes which provides many extras which the school would struggle to fund from its budget.

FOOPS work as a team to support and promote the values and ethos of the school. They are an invaluable asset and they provide a wide variety of experiences and ensure everyone's contribution is valued. The FOOPS work in partnership with the school to make a difference to your child. FOOPS have achieved so much at Overstone Primary School and I look forward to continuing this valuable partnership in the coming years.'

Janice Mardell,
Head teacher.

And Finally.....

Thank you for taking the time to read our booklet. We hope you now know a little more about **your** Parent Teacher Association: The Friends of Overstone Primary School. On behalf of all the pupils, we would like to thank you for your very valuable support. Your support helps to make their learning experience so enjoyable.

There is brief questionnaire at the back of the booklet to fill in and return if you are able to help in any way, no matter how small. It would be great if you can include an email address if possible so we can keep you up to date with what the latest is.

Kathryn Hamilton & Michelle Coleman





Parents' Questionnaire



All families of pupils at our school are members of FOOPS. Our regular fundraising efforts enhance the education and experience of all the children 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. We would appreciate it if you would take a few minutes to complete this questionnaire and return to us via the school office. Remember, you are under no obligation to give more time than you can spare. We will contact you in advance of events to ascertain how you can help on each occasion.

Name:	Child's name:
Contact telephone no:	Child's class:
Email address: <i>By providing us with this information, you are agreeing for us to contact you via email. You can withdraw this consent at any time by contacting FOOPS secretary: foops123@googlemail.com</i>	
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 PTA might be able to use: e.g. good with computers, painting, carpentry, gardening, baking, financial, marketing	
Do you work for / own a company that might be prepared to support the PTA by donating a raffle prize or sponsoring a stall at our Christmas or summer fair? 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 PTA volunteer?	
Is there anything specific you would like the PTA to fund? Please give details:	
<i>Finally, please don't hesitate to contact the Committee if you have any questions. You can contact us on foops123@googlemail.com; or leave a note with Mrs Dobson or Mrs Barker in the school office. Many thanks on behalf of the Committee. Kathryn Hamilton & Michelle Coleman, Joint Chair</i>	