



**St. Francis' Catholic  
Primary School & Pre-School**

# Welcome to your PTFA

June 2018



# PTFA

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St Francis Primary School PTFA



stfrancisptfa

## **Welcome to our school**

This booklet has been compiled by our *PTFA* especially for you, as a new family joining our school community. We realise it can be strange and a little nerve-wracking starting at a new school and there always seems to be so many questions to ask. This booklet aims to provide you with information about our *Parent Teacher Association* which forms a major part of school life.

If you have any questions that remain unanswered, please contact one of the committee members, your class teacher or class representative.

## **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 for *many/a number of* years. In its time the *PTFA* has raised *thousands/hundreds* of pounds, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities.

Our *PTFA* is about much more than simply fundraising. The *PTFA* exists to provide 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 - just ask any of the Committee members or *PTFA* helpers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our *PTFA* has always succeeded in its efforts.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the *enter Association name* when their child joins our school.

## **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 and businesses are very generous providing donations for raffle prizes, auction items etc and some have taken part in our Christmas and Spring Social. This has made a huge difference to our fundraising efforts.

### **Role of the Committee**

Our *PTFA* committee consists of three Officers: Chair (Alison Holden), Treasurer (Caroline Griffiths) and Secretary (Tracey Coupe). We also have ordinary committee members to make up the full committee including a representative from our teaching staff.

Sarah Deakin  
Nina Hayhurst  
Bernadette Coulthurst  
Alison Procter  
Vicki Coupe  
Nikki Brice  
Carolyn Rufus  
Miranda Lockley-Briggs

If you are interested in joining the committee, please do not hesitate to talk to a member of the Committee or come along to one of our meetings. The Committee meet on a regular basis *usually once or twice per term*, with smaller working groups meeting as necessary when we are planning larger events. Please note that you do not have to commit to every meeting and can still give ideas/suggestions via other PTFA members or contacting us via email [stfrancisptfa@gmail.com](mailto:stfrancisptfa@gmail.com)

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

Our Annual General Meeting is held at *the beginning of the academic year* and provides an opportunity for all parents to come along and hear in more detail about the work of the *PTFA*, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect our new committee members. Our Annual General Meeting for next year will be during the first school week of September.

### **School Representatives**

Our school representative is our Headteacher, Miss Sarah Deakin or Deputy Mr James Gilmour.

### **Support from PTA-UK**

Our *PTFA* is a member of PTA-UK, which is a national charity and membership organisation providing support and guidance for all home school associations in England, Wales and Northern Ireland. Our association is one of over 13,600 members in current membership of the PTA-UK. We

pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all *PTFA* run events, support and advice on running the *PTFA* plus fundraising ideas and good practice hints and tips. PTA-UK also provides us with the opportunity to meet and communicate with other *PTFAs* to discuss and share experiences. We receive termly publications and we receive guidance to ensure our events are legal and safe. In addition, we have a valuable resource at our fingertips – [www.pta.org.uk](http://www.pta.org.uk)

### **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 events are:

*Halloween Disco*

*Christmas Fair*

*Spring Social*

*Summer Social*

*Family Bingo Night*

*Adult Wine & Cheese Evening*

*Family Quiz Night*

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

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

Following a fundraising event, the money is banked straight away. It is at our *PTFA* Committee meetings, that the decisions on how to spend the money are agreed.

At our Annual General Meeting, Miss Sarah Deakin will have a 'wish list' of items that the school would like the *PTFA* to consider funding.

Sometimes, it will be for resources to improve a particular area of the curriculum or school environment. The *PTFA* funds are spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting.

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

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.

We are currently raising funds towards a new outdoor Amphitheatre which the whole school will benefit from.

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

We always endeavour to send out a monthly newsletter and in between we will send out information for forthcoming events. The newsletters include information on previous/future events and important dates. Following a *PTFA* event, we always write to let you know how much was raised in the following newsletter, and if we can at that time, we will inform you what the money will be spent on.

*PTFA* newsletters are posted on the school notice board which is situated on the outside wall, at the front of school and also on our *PTFA* page on the school's official website.

We have also, recently set up a Facebook page – St Francis Primary School *PTFA*, which is updated regularly.

We are currently trying to establish a list of parents' email addresses, so we can contact you this way. Please let the *PTFA* Secretary have your email address to [stfrancisptfa@gmail.com](mailto:stfrancisptfa@gmail.com)

### **How you can get involved**

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

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 tasks/roles 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 simply attend any meeting and give us your ideas for fundraising events. This is also the time to ask questions or make any suggestions.

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

There is brief questionnaire enclosed in this pack to fill in and return if you are able to help in any way, no matter how small. Don't forget to include an email address if possible.

### **A message from our Headteacher, Miss Sarah Deakin**

Our school is a lively and respectful community underpinned by Christ as our example. Through His teachings, we value all opinions and suggestions and we celebrate together. The School Development Plan is created by, and set, each year by myself and Governors and we are very lucky to have such an active and supportive PTFA, who raise money to fund projects. We greatly welcome the work and efforts of the PTFA and urge new families and friends to join. Through working together, school leaders, staff, children, parents, friends and parish always aim to provide the very best for the children in our care. PTFA meetings are held frequently and they are used to plan and review future needs and resources for the school. I thank the tireless efforts and dedication given throughout the school year to support our school. It is greatly appreciated and essential to our school community.



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

**From all the PTFA Committee**

June 2018



