



**FOGLS**

**New Parent Booklet 2018**

**For**

**Great Leighs Primary School**

**Grow Learn Persevere Succeed**

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# Introduction

## 1. Welcome to our school

This booklet has been compiled by our *PTA* 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 us at [foglspta@gmail.com](mailto:foglspta@gmail.com)

## 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 for *a number of* years. In its time the *PTA* 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.

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 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 *PTA* helpers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our *PTA* 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 become members of FOGLS when their child joins our school.

The *PTA* is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run as fundraisers. For example our charity chocolate day we hold every February, a coffee and cake morning where all money raised is given to a different charity each year.

## 3. 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 and we are 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:-

- 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

#### **4. 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 businesses are very generous providing donations for raffle prizes and some have taken part in our Christmas and summer fairs. We are also extremely grateful to Barclays Bank who have participated in the charity matched giving scheme. This has made a huge difference to our fundraising efforts.

#### **5. Role of the Committee**

Our *PTA* committee consists of three Officers: Chair, Treasurer and Secretary. We also have 14 ordinary committee members to make up the full committee.

The Committee meet on a regular basis *usually once a month*.

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

Our Annual General Meeting is held at the start of the academic year and provides an opportunity for all parents to come along and hear in more detail about the work of the *PTA*, 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.

#### **7. Support from PTA-UK**

Our *PTA* 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 *PTA* run events, support and advice on running the *PTA* plus fundraising ideas and good practice hints and tips. PTA-UK also provides us with the opportunity to meet and communicate with other PTAs to discuss and share experiences.

#### **8. How we raise money**

Like most *PTAs*, the majority of our funds are raised through the events that we run. Some of our most popular events are:

*Halloween Disco*  
*Christmas Bazaar*  
*Silver Smarties Campaign*  
*Summer Fete*  
*Summer Disco*  
*Coffee Mornings*  
*Quiz Night*

So you can see there is always something going on. We always 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 *PTA* has donated.

We raise money in other ways too, recycling, jewellery and mobile phones, bags2school twice a year and the giving machine. 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.

*As our PTA is a registered charity, we are able to raise money through Gift Aid and company matched giving schemes.*

## **9. Gift Aid**

In the past Gift Aid has boosted our funds considerably. It is tax claimed back from the Inland Revenue from donations made to us out of your earned income.

If you are a UK tax payer, we are able to claim 28.2p in every pound that you donate to our PTA. The procedure for this is very simple. We ask our parents to sign the declaration form attached (this only has to be done once whilst you are at school) to confirm you are a UK taxpayer. The declaration can be cancelled at any time. Following this, every time you support the PTA with a cash donation or if you support a sponsored event, the PTA can claim the Gift Aid on your contribution.

There is nothing further for you to do and we need no other information from you. The issue of Gift Aid is taken on trust and you can support more than one charity in this way. We do not, and are not required to divulge any personal information to the HMRC from your completed forms.

If you are a UK taxpayer, please complete the declaration form at the back of this booklet. If both parents are taxpayers, please request another Gift Aid form from our PTA Treasurer or copy the one you have. As a PTA we are very conscious that with a relatively small school community, the demands are often not as widely spread as in larger schools, and because of this, we try to raise our funds from as many different sources as possible.

## **10. Company matched giving**

Company matched giving is a 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 *PTA* 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 one of the *PTA*.

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

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

Usually, *Mrs Waters* will have a 'wish list' of items that the school would like the *PTA* to consider funding.

Sometimes this will be as a result of the children asking for something via the school council meetings.

At other times it will be for resources to improve a particular area of the curriculum or school environment. The *PTA* 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.

*PTA* funds are not generally spent on improving the fabric of the school building as this is the responsibility of the school Governing Body.

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 will feel the benefit, along with everybody else.

At the back of this booklet is a list of items donated to the school during the last year from monies raised from various events – we think you will be impressed.

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

On the school weekly newsletter we will always have a small section to keep you updated on what's happening, also the schools website [www.greatleighprimaryschool.co.uk](http://www.greatleighprimaryschool.co.uk) FOGLS have their own page.

Following a *PTA* event, we always write to let you know how much was raised, and if we can, we tell you what the money will be spent on.

## **13. 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 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 contacts or skills we could use, everything is potentially valuable to us.

If either or both parents complete the Gift Aid declaration form, your donations will be worth a lot more to us.

And, we are always extremely grateful to receive donations as mentioned before.

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. Don't forget to include an email address if possible.

#### **14. Gym Club**

FOGLS run a gymnastics club for the pupils of Great Leighs Primary School; classes are taken by our British Gymnastics qualified coach Donna Williams.

They are held in the hall on a Thursday after School and times vary according to your Childs level of ability. All levels are catered for from beginners to more advanced and each Child is awarded a certificate at each stage of progress.

Any profits raised from the club are administered by FOGLS and sent directly to the School fund.

Places are limited and if you are interested it is best to contact Nina Topham (Club secretary – Tel 07798 822153 – email foglspta@gmail.com) as soon as possible to avoid disappointment.

#### **15. Committee Members – Contact list**

Sam Topham-Chairperson  
Diana Parker- Treasurer  
Sarah Breen- Secretary  
Pam Harmer- Quarter Master  
Nina Topham- Gym Club Secretary  
Emma Chaplin- Outside Stall Co-Ordinator  
Mahala Trodd  
Julie Klyen  
Sarah Hitchin  
Jo Mcintosh  
Suzanne Cushion  
Sam Nicholls  
Tasha Hendry

#### **16. List of donations to the school**

Here are a few of the items which the money we have raised has been spent on in the past year.

Contribution towards year 3 swimming  
Water bottles for all new starters  
2 Pantomimes a year for all children  
Coach for the infant music festival  
10% towards all school trips  
Wigwam for KS1  
Penguin Costumes for the year 2 music festival  
Digital Camera for reception class

**17. Gift Aid Declaration**

Name of Charity .....

Details of donor

Title .....Forename(s) ..... Surname .....

Address .....

.....

..... Post Code .....

I want the charity to treat

\*the enclosed donation of £ ..... as a Gift Aid donation

\*the donation(s) of £ .....which I made on ...../...../..... as (a)  
Gift Aid donation (s)

\*all donations that I make from the date of this declaration until I notify you  
otherwise as Gift Aid donations

\*all donations I have made for the six years prior to this year, (but no earlier than 6/4/2000) **and** all  
donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations.

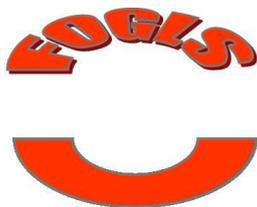
**You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the  
charity reclaims on your donations in the appropriate tax year (currently 28p for each £1 you give).**

Date: ...../...../.....

\*delete as appropriate

**Notes:**

1. You can cancel this Declaration at any time by notifying the charity.
2. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity, or, refer to help sheet IR65 on the HMRC web site.
5. Please notify the charity if you change your name or address.



# giftaid it

PLEASE SPONSOR ME (name) .....

TO (event) .....

on behalf of .....

**Using Gift Aid means that for every pound you give, we get an extra 28 pence from the Inland Revenue, helping your donation go further.**

*So just tick here to Gift Aid your donation. It's that simple*

This means that £100 can be turned into £128.21, just so long as donations are made through Gift Aid. Imagine what a difference that could make and it doesn't cost you a thing.

To qualify for Gift Aid, what you pay in income tax or capital gains tax must at least equal the amount we will claim in the tax year.



Full name	Home Address <small>(please give your full address including post code or we can't claim Gift Aid)</small>	Postcode	Amount	Gift Aid	Rec'd
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

**Total**

## 18. Parents Questionnaire

### Parents' Questionnaire

All families of pupils at our school are members of the PTA. The PTA 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 PTA 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's name and class:</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 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 committee member or would like more information about joining the committee, the roles and responsibilities and the time commitment involved?

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

Overleaf / attached are details of the types of events/activities that we regularly run. We would like to gauge your interest in helping at or attending these events. Just tick the box – we really appreciate your feedback.

Finally, please don't hesitate to contact me or any of the Committee if you have any questions. You can telephone me on 07919280365, email [foglspta@gmail.com](mailto:foglspta@gmail.com) or leave a note in the school office. Many thanks – Sam Topham/Chair.



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 enjoyable.

*From all the PTA Committee*