

Friends of St Andrew's School

Welcome to your PTFA



Welcome to your school

This booklet is for you whether you are a new family joining our school community or just have another child joining a new class. We realise it can be strange and a little nerve-wracking starting at a new school or class and there always seem to be so many questions to ask. This booklet aims to provide you with information about our PTFA (Parent, Teacher, Friends Association), known as the Friends of St Andrew's School, which forms a part of school life and raises money to enhance the time spent by your child at school. If you have any questions that remain unanswered please contact one of the committee members, your class teacher or class representative.



Katherine Batchelor
Chair



Liz Webb
Treasurer



Regine Ward
Secretary

Friendsofstandrewsmh@gmail.com



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 years.

In its time, the Friends of St Andrew's School has raised thousands of pounds, which has been spent on equipment, experiences and resources to enhance our children's learning and the school's facilities.

“The money you've raised has made such a difference to the school - the kids love their new playground”

The Friends group is about much more than simply fundraising. It 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.

All families are automatically members of the Friends of St Andrew's School when their child joins the school.



Links with local businesses

We are continuing to develop 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, sponsoring and even attending events. If you know of a local business that would be interested in working with us please do get in touch. We can offer online advertising through our PTA-EVENTS website at very competitive rates which will provide a real connection to our school community of parents.

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.

Being a registered charity enables the Friends of St Andrew's School to:

- receive charitable donations from local and national companies
- Apply to grant-making charitable trusts;
- Receive donations made through payroll giving and company matched schemes
- Apply for Gift Aid



The Friends' Committee

The committee of the Friends of St Andrew's School meet on a regular basis, two or three times a term and more frequently when we are planning larger events.

Annual General Meeting

We have an Annual General Meeting at the beginning of the academic year. All parents are welcome to come along and hear in more detail about the work of the Friends, 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.

Class representatives and volunteers

Class representatives undertake a very important role providing a link between individual classes and parents and the Friends' committee. The support from the class representatives is vital when it comes to organising our main events from selling tickets to organising rotas of help. We really could not manage without them.

We are also continuing to grow a list of volunteers who are happy to be contacted to help as needed. Every little helps, so just one hour of volunteering at an event would be invaluable and would mean that another volunteer can get some relief and enjoy the event as well.

If you are interested in acting as a class representative or volunteer please do not hesitate to contact one of the current committee members or your class rep.



HOW WE GET INFORMATION TO YOU

We aim to send a newsletter out at least once a term. These newsletters include information on forthcoming events, dates and requests for assistance when planning larger events.

We also use the PTA-EVENTS website to schedule and advertise events and to sell tickets or items as needed. You can find our page at <https://www.pta-events.co.uk/fosamh/index.cfm>

Our most successful means of communicating with you is through the What's App group for your class. Your class representative can make sure that you are added to the group chat.

Also, don't forget to follow us on Facebook where we regularly advertise our events.

How do we raise money?

As with most PTFAs, the majority of our funds are raised through the events that we run. Some of our most popular events include:

- Christmas Fair
- Summer Fair
- Dimond Ball
- Welcome Disco
- Quiz Night
- Someone Special Secret Gift Shops

As well as raising money through events, we also support the school community in other ways such as pre-loved uniform sales and social events. We also have other ways in which you can support the Friends and, in turn the children.

The Giving Machine

You can fundraise for the school while you are shopping online. We are linked to The Giving Machine which provides cash back to charities. Visit www.thegivingmachine.co.uk for more information.



The 100 Club

The 100 Club was launched by the Friends of St Andrew's. Each month members pay £3 for a number between 1-100. The money received is divided equally between the Friends of St Andrew's and the prize pot. Each month a number is drawn using a Random Number Generator and the holder of that number wins the prize. Joining the 100 Club is very easy and whilst it costs relatively little it makes a big difference to the PTFA and the school. If you would like to join, please contact the Treasurer Liz Webb by email friendsofstandrewsmh@gmail.com.

HOW WE SPEND THE MONEY WE RAISE

Following a fundraising event the money is banked. It is at Committee meetings that the decisions on how to spend the money are agreed.

Sometimes, the school will have a 'wish list' of items that the school would like the Friends to consider funding. Sometimes this will be as a result of the children asking for something, such as playground markings.

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

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

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

How you can get involved

There are lots of ways you can help and support your child through the Friends of St Andrew's School.

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. We really couldn't achieve what we do without the behind the scenes help that we receive.

You can:

- Volunteer at events
- Share ideas
- Be a class representative
- Join the Friends' committee as a member
- Take a role on the committee
- Be part of a sub-committee to lead events
- Attend the AGM
- Share any useful contacts that you may have



- Join the 100 Club and the Giving Machine
- Donate time, money, items to sell, raffle prizes

There is a brief questionnaire at the back of this document to fill in and return if you are able to help in any way, no matter how small. Please include an email address and mobile number if possible.

Thank you for taking the time to read this. We hope that you now know a little more about your PTFA, the Friends of St Andrew's School. 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.

COMMITTEE MEMBERS

- Katherine Batchelor *Chair*
- Liz Webb, *Treasurer*
- Regine Ward, *Secretary*
- Angela Howland
- Helen Pickering
- Lindsey Paice
- Aimee Nuttall
- Jo Goddard
- Sally Komlosy
- Stephanie White

CLASS REPRESENTATIVES FOR 2023/24 ACADEMIC YEAR

Nursery - POSITION OPEN

Reception - Charlotte Willson

Year 1 - Kat Moore

Year 2 - Emily Smith (TBC)

Year 3 - Charlie O'Neill

Year 4 - Claudia Hansford

Year 5 - Louise Burwood (TBC)

Year 6 - Lucy Barber, Emma Bartelous, Ash Jennings

UPCOMING EVENTS

We have lots of different events throughout the year and are always willing to hear your ideas on other events that we can bring to the school, so please do get in touch. These are some of the events that we hope to bring to you.

If you would like to create a sub-committee and run an event yourself please get in touch, many hands make light work!

Autumn half term 1

Friends' AGM

Welcome Disco

Pumpkin Trail

Autumn half term 2

Dress Down Day

Christmas Fair

Elfridges

Christmas cards and tea towel orders

Christmas movie

Doughy/Baked in event

Spring half term 1

Doughy/Baked In Sale

Someone Special shop for Mothering Sunday

Spring half term 2

Easter Eggstravaganza

Uniform Sale

Dress Down Day

Summer half term 1

Doughy/Baked In Sale

Dimond Ball

Someone Special shop for Father's Day

Summer half term 2

Dress Down Day

Summer Fair

Parents' Questionnaire

All families of pupils at our school are members of the PTFA. The PTFA is run entirely by volunteers who give up their time to organise fundraising and 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 committee would appreciate it if you would take a few minutes to complete this questionnaire:

Name:

Contact telephone number:

Contact email:

Child/children's name and class:

What sort of event would you enjoy attending?

What talents/skills can you share with the PTFA?

Do you work for a company that could support the PTFA with raffle prizes?

Do you work for a company that has a matched giving scheme?

Would you be able to support the committee to help plan, organise or run an event?

Would you like more information about joining the committee or taking on a role?

Is there anything specific you think the PTFA should fund?

Any other ideas or comments?