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**Welcome to the Holly Park PTA**

Dear Fellow Class Reps.

Welcome to our PTA (Parent Teacher Association) for Holly Park Primary School.

This **PTA Information Pack** aims to provide you with information about our Holly Park Primary School PTA, how we raise money and how our children benefit from these funds, about the events that we hold throughout the academic year, and how your role as a Class Rep can help us keep the wheels of communication rolling and having fun along the way, many hands really do make light work!

On behalf of the Holly Park Primary School PTA, I would like to say Thank You in advance for volunteering to be a PTA Class Rep, and for taking the time to read this information pack. We hope it can support you in your role as a class rep, and inspire you to help us grow as a PTA.

**PTA Committee**

Our PTA consists of **Three Officers**: Chair, Treasurer, Secretary. The PTA usually meets once a term, with smaller working groups meeting as necessary when we are planning larger events.

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| **PTA Committee Members** |
| ChairpersonTreasurerSecretary |

**Annual General meeting**

Our Annual General Meeting is held at the beginning of the academic year. It is at this occasion when we elect our new committee members for the forthcoming year. All parents are invited to this meeting and eligible to apply for a **PTA officer role.**



**What is the PTA?**

The PTA forms an important part of school life, and we are fortunate at our school to have a PTA that has been an integral part of our school community for many 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 facilities.

Like most PTA’s, the majority of our funds are raised through the PTA events that we run; this includes our summer and winter fairs, cake sales, children’s discos and more! More information on these events to follow throughout this information pack.

Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school, and is an excellent way to bring staff, parents, carers and friends together socially in support of the school. We hold three PTA social events per year which are run not solely for profit. We run these events so we can get to know each other better and continue to thrive in our school community.

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

All parents and families are encouraged to get involved, even if they only have a small amount of time available.Donations of all kinds from parents are extremely important. You can donate time, items for sale, raffle prizes, or offers of services and skills.

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.

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

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**PTA Information**

**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.

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, and
* receive donations made through payroll giving and company matched giving schemes.

**Company matched giving**

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

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 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 committee members.

**How we spend the money that we raise?**

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

Usually,the Head Teacherwill 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; at other times it will be for resources to improve a particular area of the curriculum or school environment. ThePTA 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. 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.

The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your children will feel the benefit, along with everybody else.

**How we get information to parents?**

All PTA newsletters/are emailed out to parents via the school email system.

These include information on forthcoming events and dates plus requests for assistance, especially when we are planning large events such as the Summer and Winter Fairs.

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



**Role of a Class Rep**

Our class representatives undertake a very important role - we really could not manage without them.

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

* communicate PTA information to parents in their class,
* recruit volunteers for events,
* maintain a class contacts list, and
* have fun with their fellow parents!

**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 that’s not a problem – the Class Reps Champions 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 fairy 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.

**Encourage participation in social events** - ensuring that parents in their class know about the social events and encourage them to participate. The adult social is usually a quiz night with a meal and a bar! Group participation in this environment makes for the best night – the more groups engaged in each event the better!

Be **a point of contact for parents** in their class to pass suggestions, feedback, and 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 it’s also a great idea to also set up a class contact list consisting of names, telephone numbers and email address for one communication hitting 30 people at the same time.

**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.

Ideally we need two class representatives for each class in school to share the work between them for that class. If we have two reps per class, they only have to speak to 15 parents each, rather than having just one or two PTA members trying to speak to nearly 600 parents! The more people that are involved, the less work it is, the more events we can organise, and the more money we can raise for the benefit of our children.



**Summer and Winter Fair**

Each academic year we have two school fairs. These fairs are held on a Saturday on the school premises.

Each fair will raise in the regions of **£3,000!** It provides a fantastic community feel for families and there is activity to engage in for children and adults alike.

|  |  |  |
| --- | --- | --- |
| **EVENT** | **MONTH** | **TIME** |
|  |
| Winter Fair | November or December | 12pm to 3pm |
| Summer Fair | June or July | 12pm to 4pm |

The success of the fair depends on the contribution of people’s time. We always need people to volunteer their time across the various elements:

* Set up on the day before the fair - 1pm onwards
* Set up from 9am to 12noon on the day of the fair
* Food and Drink Stall
* Cake Station
* Various Side Stalls
* The Tombola
* Clean up from 3pm

If lots of people can volunteer 30 minutes of their time to run a stall, and to help set up or clean up, this becomes quite do-able for the majority of us and we get the opportunity to enjoy the fair with our families too! People have so much fun manning a stall that they often sign up for 2 x time slots!

**Our job as a PTA class rep** is to talk to parents in our year group to promote the fair and to encourage people to volunteer their time to help run the event.



**Christmas at Holly Park**

The PTA work with the school to make the Christmas period as magical as possible:

* Personalised Christmas cards
* Santa Grotto class visits
* Christmas jumper day
* Winter Fair
* Christmas Trees

Starting in November with the personalised Christmas cards, and carrying on the Christmas cheer and magic throughout December and see our kids eyes light up each day, the school PTA become very busy elfs indeed to help Santa with his work.

**Personalised Christmas Cards**

Each child will have the opportunity to design their own Christmas card in their class room environment. These cards are sent home with an order form, and it’s up to us the parents to place an order for our children’s artwork to send to our family and friends. This isn’t a massive earner for the PTA but we think it’s essential to offer this service and it’s fantastic to see our kid’s imagination grow throughout the years in their artwork.

**Santa Grotto Class Visits**

Each year the PTA organises and funds the class visits to see Santa in his grotto at Holly Park. Each child gets to meet Santa with their class and they each get a chance to chat to the big man face to face, along with a wrapped gift.

**Christmas Jumper Day**

Each year the Friday before the Winter Fair our children are allowed to wear their Christmas Jumper to school for the day, in exchange for a new toy/gift which makes up our Tombola at the Winter Fair the next day.

**Christmas Trees**

Each year the PTA works with a local nursery to provide real Christmas trees. We send out an order form via our children’s book bags. For each tree sold the school PTA receive a commission fee – Win Win!

**Winter Fair**

Our annual winter fair is full of Christmas cheer and spirit, with lots of fun activities for children and families to engage in, and of course Santa’s Grotto remains a firm favourite!



**Cake Sales**

Our cakes sales continue to be a big cash earner for us. It’s a tasty little earner!

Over the course of the academic year each year group are responsible for a PTA Cake Sale. Parents for the relevant year group are encouraged to bring in either homemade or shop brought cakes, giving everyone the option to do what suits them best.

The dates for the PTA Cakes Sales are published on the School Calendar, and nearer the time Mrs Pelham sends a reminder text to the relevant year group to remind parents to bring cakes in for the relevant Friday morning.

If there is a cake sale for your year group coming up, this is what we need you to do:

* Encourage others in your year group to make or buy cakes to bring in.
* Set up a table by the school blackboard at 8.40am, in readiness to collect cakes.
* Stash the cakes in the school hall under the stage.
* Set up tables in the junior playground at 2.45pm, ready to sell cakes from 3.10pm
* Encourage parents from your year group to collectively help run the stall.

**Equipment …you will need:**

* **Tables.** For cake collection at 8.40am, cake stall set up from 2.45pm and selling from 3.10pm. Tables are available in the dinner hall.
* **Signage and Materials**We have a box in the PTA shed (to the front left on the floor) which has the ‘cake bake’ cloth, bags, napkins and an A4 signage with a pricing guide for the cakes.
* **Cash Float.** Please see Angela Fletcher for a cash float of coins.
* **People.** It takes team work to set up and run the cake stall, and many hands make light work!
* **Cakes.** Goes without saying … the more cakes to sell and eat the better!

**Need a boost?**

We send a reminder before your cake sale, to encourage parents to bring in cakes and hopefully to volunteer their time to run the stall. If you are keen to do this for your year group please drop us an email at ptahollypark@yahoo.co.uk



**Easter Eggstravaganza**

Each year we hold an Easter Egg Hunt and Easter Egg Tombola. It’s fast and furious and fun! This event is always held on a Friday at 3.30pm once school is finished for the day.

**Easter Egg Hunt**

Prior to the Easter Fair each child is issued with an A4 paper with an egg template via their book bags. They are encouraged to decorate the egg and return to school via the class teacher with the entry fee per child.

On the day of the Eater Fair members of the PTA ‘hide’ the children’s drawn eggs around the infant and junior playgrounds. Once school finishes at 3.30pm on the day of the Easter Fair the children get to join the Easter Egg hunt to search for their personalised egg! Each child is rewarded with a small prize once they have found their egg and returned it to the school hall.

**Easter Egg Tombola Stall**

On the Friday morning it will be non-school uniform day; children can wear their own clothes to school in exchange for an Easter egg, which makes up our Easter Tombola at the Easter Fair later on in the day.

We always need plenty of help for the Easter Egg Tombola.

**Easter Crispy Cakes**

At the Easter Fair we also set up a side stall selling water/soft drinks and Easter ricecrispy cakes. The PTA will supply the drinks. We rely on cake donations fromfamilies for the Easter Crispy Cakes.

**What a PTA class rep needs to do?**

* Encourage others in your year group to make Easter crispy cakes to bring in.
* Set up a table by the school blackboard at 8.40am, in readiness to collect cakes.
* Easter Egg tombola set up in the hall from 12pm
* Easter Egg hunt set up from 2pm
* Encourage parents from your year group to collectively help run the Easter egg tombola.



**School Discos**

Each year the PTA organise and run the Infant and Junior Discos.

These discos are held in on the school premises.

|  |  |  |
| --- | --- | --- |
| **YEAR GROUP** | **DATE** | **TIME** |
| Reception | February | 2.45 to 3.15pm |
| Infants Year 1 and 2 | February | 4pm to 5pm |
| Juniors Years 3 to 6 | February | 5.15pm to 6.15pm |

The cost per child is for the ticket and includes drink and a light snack.

The PTA Disco registration forms will emailed home.

**Can you help us with the following?**

* Set up in the main school hall from 2pm
* Drinks and biscuit stall
* Selling glo bracelets and tattoos.
* Clean up from 6.15pm

Volunteering to help at one of the above time slots, relevant to when your child is at the disco, can be a double winner! This way you can remain on the school premises after you drop your child off until you need to pick them up, saving you the journey of returning home and then in the a blink of an eye having to come out again!



**Junior Quiz**

Each academic year the PTA organise and run the Junior Quiz.

This quiz is held in the school premises and usually takes place in October.

It runs from 3.30pm to 5pm. The children are aiming to win points for their respective School House, and the winning house is presented with the Quiz Shield and a plaque is engraved with the winning house name and year of win.

Mrs Pelham is the quiz master for the event, the children really love this!

The senior management team are normally in attendance and this helps the quiz flow.

The cost per child includes drink and a light snack.

The PTA Junior Quiz registration forms will be sent home

**Can you help us with the following?**

* Set up in the main school hall from 2.30pm
* Drinks and healthy snack distribution to each table
* Quiz paper marking
* Pack the tables and chairs away at 5pm



**Social Events**

We hold three PTA Social events per year. These events are run ‘not solely for profit.’

The purpose of the above events is to create a fantastic community feel and give us the opportunity to get to know more people within the school, and to have fun! ☺

|  |  |  |
| --- | --- | --- |
| **EVENT** | **DATE** | **TIME** |
|  |
| New Families - Reception Evening | September |  |
| Adult Social - Quiz Night | November or March |  |
| Family Social - BBQ & Bingo Night | June |  |

**New Families - Reception Evening**

At the end of September the school and PTA hold a family fun event so that all of our Reception families, whether they were from our morning nursery, our afternoon nursery or have just joined Holly Park can get to know each other in a relaxed social atmosphere.

Mrs Pelham welcomes everyone and makes introductions. The families play a ‘Human Bingo’ game in order to meet new people, while the children play with set out activities. This is rounded up by a Fish and Chip Supper or an afternoon tea and a tour of the infant playground.

**Adult Social - Quiz Night**

Each year we run a social event which is just for adults. This is usually a quiz night, as these tend to go down well with everyone. We aim to make them interesting and different each time with a different theme. New ideas are always welcome too!

Ticket price for this event includes entry to the quiz and a meal. We will also have a licence to sell wine and beer on the evening.

**Family Social - BBQ and Bingo Night**

Each year we run a social event for families. Entry price includes a BBQ burger or hotdog and two rounds of bingo, with big cash prizes for a full house!

**Our job as a PTA class rep** is to talk to parents in our year group to promote these social events to our families and to encourage them to buy a ticket and attend the event. (Cristina organises the paperwork for these social events through the children’s book bags, so we don’t’ require you to sell the tickets)

We often need volunteers to help set up before the event, help out at the event by running a side stall, and to help clear up afterwards. Again many hands make light work so if you are able to volunteer your time for any part of this process that would be a great help.

**Other Ideas …**

We welcome all ideas for the adult and family social night. If you have any ideas on an event which could make for a fun night, we’re all ears!



**CONTACT DETAILS**

## If Parents want to contact us?

There are several ways to contact the Friends of Holly Park School:

* Talk to a PTA Class Rep.
* Come along to a committee meeting or coffee morning.
* Email us at ptahollypark@yahoo.co.uk
* Check our [facebook page](https://www.facebook.com/holly.parkpta?fref=ts" \t "_blank) **[Holly Park PTA](https://www.facebook.com/holly.parkpta?fref=ts" \t "_blank)**