



Welcome to Your PTA – A Booklet for New Parents

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Introduction

A very warm welcome to our school.

This booklet has been written by the Friends of Badsworth School (FOBS) especially for you, as a new family within our school community. We realise it can be strange and a little nerve-wracking joining a school, and there always seems to be so many questions to ask. This booklet aims to set out all the information you will need about FOBS, which is a major part of our school life.

If after having read it (and we apologise for the length, but there is so much to tell you) you have any questions, please do get in touch with one of the FOBS committee members, or ask via your class teacher, or the school office.

Why does FOBS exist?

We are very fortunate at our school that FOBS is, and has been for many years, such an integral part of the school community. In its time FOBS has raised thousands of pounds, which have been spent on improving equipment and resources to enhance our children's education and the facilities in school in general.

But FOBS is about much, much more than just fundraising. FOBS 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 FOBS committee members or helpers. Obviously as in any organisation, there are times when it is more 'challenging', but with the continued support of parents and staff, we have always succeeded in our efforts.

All parents and members of the school community can get involved if they want to, even if they only have a small amount of time available, and all parents are automatically members of FOBS when their children join our school.

FOBS is extremely conscious of the ethos and morals of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run with the sole purpose of raising funds. In fact, the majority are run with the aim of giving the children a good time and as a way of thanking families for their continued support.

Links with Local Business

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 in their donations of raffle prizes etc.

Role of the Committee

The FOBS committee consists of 4 Officers (Chair, Vice-chair, Treasurer and Secretary). We also have between 4 and 6 other ordinary committee members to make up the full committee.

The Committee meet on a regular basis usually once per half term, with smaller working groups meeting as necessary to organise larger more complicated events.

A list of current FOBS committee members is at the back of this booklet for your information. Updated lists are sent out each year after the AGM (see below). If you are interested in joining the committee, please do not hesitate to talk to the Chair.

Annual General Meeting (AGM)

Our Annual General Meeting is held at the beginning of the academic year and this is an opportunity for all parents to come along and hear in more detail about events run, funds raised and how the money has been spent. It is also the occasion when we elect our new committee.

Support from the National Confederation of Parent Teacher Associations - NCPTA

FOBS is a member of the NCPTA, which is the national charity that advances education and supports PTAs, throughout England, Wales and Northern Ireland. Our association is one of 13000 in current membership of the NCPTA. We pay an annual membership fee to the NCPTA which gives us lots of member benefits including subscription linked insurance cover, support and advice on PTA and fundraising matters, opportunities to meet with other PTAs to discuss and share experiences, regular newsletters and the PTA magazine, both of which are displayed on the PTA notice board, a special banking package to help us make the most of our funds, and an extensive list of PTA information and resources. In addition, we have a valuable resource at our fingertips – www.ncpta.org.uk

www.ncpta.org.uk is also a valuable resource to you as parents, with signposts to useful, relevant web-sites on subjects such as bullying, school funding, special educational needs, homework, and much much more. To access www.ncpta.org.uk you will need to register using our NCPTA membership number, which is 24972. You can then create your own unique login, to give you access at anytime. Do have a look.

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:

- The Badsworth Ball – a black tie ball for approx 250 parents, teachers and members of the local community. Held in mid - late January, this event is not to be missed;
- Fun Day – held each year after sports day, the playground is transformed into an arena full of games, competitions and stalls;

- Regular Children's Discos – held on a termly basis.

Other recent events we've held include a Ladies Spa Day and a Summer Ceilidh. In addition to events, we have a number of other fundraising activities including a monthly 50/50 prize draw, mobile phone and printer cartridge recycling and the sale of garden bulbs from The BulbMan.

So you can see there is always something going on. We always try and respond to the children's requests for events and it is truly the icing on the cake to see them having fun at the events or enjoying using a piece of new equipment that FOBS has donated.

The success of our fundraising activities is enhanced by donations and these are therefore extremely important. These can be time, money, items for sale, prizes for raffles or offers of services and skills. Even small donations make a big difference to us. We're always on the lookout for other good fundraising ideas so be sure to let us know if you have any suggestions and watch this space for new initiatives coming soon.

How We Spend the Money We Raise

Once money is raised from events the funds are banked straight away. It is at our FOBS Committee Meetings, that the decisions on how to spend the money are agreed.

Often, Matt Letham (our Head teacher) will have a 'shopping list' of items that the school would like to purchase. 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 (for example, funding activities during the regular curriculum enrichment weeks). In the main FOBS funds are for the 'extras' not provided by the school budget, that make our children's learning experiences so much more fulfilling and exciting.

FOBS 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 FOBS 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. Many of the resources purchased have a direct link to the School Improvement Plan.

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.

Of course there have been times when we have been fundraising for a large project, as in the new playground equipment and markings (the children helped to choose new play equipment last year and voted on it through the School Council). This has been our largest project to date at a cost of £15,000. However, whilst saving for these, we have still managed to find

funds for smaller items thanks to the generous and continued support of our parents. FOBS does have other ongoing commitments every year:

- We fund the provision of the two water coolers that children use to access filtered water every day;
- We provide a book for every child as a Christmas gift;

At the back of this booklet is a list of items donated to the school during the past couple of years – we think you will be impressed.

How We Get Information to You

All FOBS letters we send home are printed on orange paper – so we are easily recognised. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events. Following a FOBS 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.

Letters are also posted on the FOBS notice board, which is situated near the Year 1 classroom.

A newsletter is published at the end of every term giving a round up of events, a summary of the amount raised that term, any equipment we have bought for the school, stories, input from the children etc.

We will also distribute all of this information via ParentMail.

How Can You Get Involved

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

Offering to help before events or at other times during the year is so valuable – it really is a case of ‘many hands make light work’. It doesn’t matter if you can’t help on a regular basis, or even if you can’t come into school. There are always little 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 unseen ‘army of help’ that exists in school.

You can of course if you feel able, 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. 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.

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

What FOBS Means to Our School

Because FOBS involves the whole school community we thought you would like to know what others think about it.

From the Governing Body

As a School, the Governors are responsible for all aspects of the school maintenance. The support FOBS gives the Governing Body, helps us to ensure that the buildings are in good order and that we have such excellent and varied resources. FOBS is an essential part of our school. All parents and carers are members and everyone's contribution is highly valued. The work of FOBS underpins the whole school. Financial support enables us to create a richer learning environment for our children e.g. the development of the new playground. These could never have been installed so quickly without the incredible support of FOBS. Numerous curriculum resources have been provided which children throughout the school are able to enjoy. The wide variety of social functions, allow us all to get to know one another in a more relaxed setting. The children see their parents and the school staff working together for their benefit. They appreciate this united effort and it adds to their feeling of security. Our school would not be the lively and welcoming learning environment it is without the enthusiasm, commitment and hard work of FOBS. All of us in school are very grateful to them.

From the Children – some typical views about the playground from some of our students

“The thing I like about the new playground is the agility course. It's challenging, fun and it is very exciting”

“The new playground lets us experience things we have never done before!”

“The rock climbing is fantastic! It is one of the things that is hard and can take time and effort.”

....And last, but by no means least

Our Head teacher, Matt Letham

Badsworth CE J&I School is truly fortunate to have a team of dedicated and industrious adults such as FOBS. The revenue this group raises helps to enrich the school environment and provide our children with a range of wonderful experiences. However equally important are the social occasions that FOBS organise, as these bring the school community together in a spirit of fun and companionship.

In short I can not emphasise enough the vital role FOBS plays within our school and as such would encourage you to contribute to their undertakings, in whatever way is appropriate to you. FOBS has already achieved much and I look forward to continuing this vital relationship in the future.

Thank you for taking the time to read our brochure. We hope you now know a little more about **your** Parent Teacher Association. On behalf of all the children we would like to thank you for your very valuable support which enriches their learning experiences and makes their time in school so enjoyable.

From all the FOBS Committee

Appendix 1 – Committee Members contact list

Name	e-mail	Telephone
Rachael Calvert (Chair)	CALVER2@NORWICH-UNION.CO.UK	01977 620339
Jane Dobson (Vice-chair)	janeandy.dobson@btinternet.com	01977 640033
Zoe Robinson (Treasurer)	Zoe.Robinson@kaplan.co.uk	01977 642890
Gillian Walton (Secretary)	Justinthewalton@aol.com	01977 651955
Matt Letham (Headmaster)	Contact via the school office	
Janet Sumpter	Janet.sumpter@badsworth.com	01977649535
Barbara Westmoreland	b.a.westmoreland@btinternet.com	01977 620528
Michelle Larkin	mlarkin@uwclub.net	
Clare Hipkiss	clarehipkiss@aol.com	01977 621109

Appendix 2 – List of FOBS donations to the school 07/08

Description	Amount
Aqua Aid (Filtered water coolers)	£500
Christmas gifts for children	£839
Architecture workshop	£330
Story sacks	£100
School outing to Flamingo Land	£279
Playground	<u>£7,500</u>
Total	<u>£9,578</u>

Appendix 3 - New Parents' Questionnaire

FOBS does its best to provide events that the whole school community will really enjoy, as well as raising much needed funds for the school. Of course, all this will enhance the education and experience your child has at school, whether by providing computers, sports equipment, assisting with school trips, or refurbishing the school grounds. The FOBS Committee would appreciate it if you would take a few minutes to complete this questionnaire:

Name:	Contact telephone no:
Child's name and class:	

- What sort of events would you enjoy attending, e.g. quiz night, ladies night, beer and skittles etc?

- Do you have any skills, hobbies or hidden talents that may be useful: e.g. painting, carpentry, gardening, baking, financial, marketing?

- Do you work for/own a company that might be prepared to donate a raffle prize or sponsor a stall at our Christmas or summer fair?

- Would you be interested in joining the committee to help plan and organise events and fundraising (we meet for about two hours once every half term)?

Every year we hold our AGM in September to report on the previous year's work and elect new officers. It is very important for us to have people attending so that any decisions made are valid. Would you be able to attend?

Yes/No

Attached are details of the types of events/activities that we regularly run that you might be interested in helping at or attending. Just tick the box – we appreciate your feedback.

And finally ... please don't hesitate to contact me or any of the Committee if you have any questions. See the contact list in Appendix 1 or leave a note with Rachel Maguire in the school office

Thank you for your support

Forthcoming Events – we would really appreciate your help

If you would like to be involved in any/all of the FOBS events listed below, please complete the questionnaire and return it to the school office when convenient. All support is welcomed – no matter how much or how little time you are able to give.

Parent/Guardian's Name:						Contact Number:		
Childs Name:						Class Number:		
EVENT	SELLING TICKETS	SETTING UP	CLEARING UP	HELPING DURING EVENT	RUNNING A STALL	RUNNING A RAFFLE	HELPING WITH FOOD / DRINKS	DETAILS / COMMENTS
<i>Example: Quiz Night</i>	√					√	√	<i>I could approach my employer for a raffle prize</i>
Christmas Disco – 3 rd Dec 2008								
Early years Christmas production – 10 th Dec 2008								
Badsworth Ball (24 Jan 2009)								
Valentines Disco Feb 09 (TBA)								
Fun Day 09 (TBA)								
Summer Disco (TBA)								