



FRIENDS OF CHURCH ASTON **INFANTS SCHOOL**

WELCOME TO YOUR PTA

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Introduction

Welcome to our school.

This booklet has been compiled by our Friends of School (FoS) 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 Friends of School?

We are fortunate at our school to have a Friends of School that is and has been an integral part of the school community for many years. In its time FoS 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.

Friends of School is about much more than simply fundraising. We exist 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 helpers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, we have 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 Friends of School when their child joins our school.

Friends of School 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, we have funded Christmas parties, visits from Santa, and the leavers party with the aim of giving the children a good time and as a way of thanking families for their continued support.

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 FoS and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Committee members.

Registered charity No 1049630

Being a registered charity enables the Friends of School 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

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 are very generous providing donations for raffle prizes, auction items etc and some have taken part in our Christmas and summer fairs. We are also extremely grateful to the local businesses who have participated in charity matched giving schemes. This has made a huge difference to our fundraising efforts.

Role of the Committee

Our FoS committee consists of five Officers: Joint Chairs, Joint Treasurers and Secretary. We also have between 2 and 4 ordinary committee members to make up the full committee.

The Committee meet on a regular basis, usually once a month, with smaller working groups meeting as necessary when we are planning larger events.

Friends of School Volunteers

We are always looking for volunteers who can commit some of their time to helping the committee. Every little help, so just one hour assisting at an event would be invaluable. A list of current committee members and Friends volunteers is at the back of this booklet. Updated lists are sent out each year after the AGM. If you are interested in joining the committee or Friends volunteer, please do not hesitate to talk to a member of the Committee.

Support from Parentkind

Our *FOS* is a member of Parentkind, 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 Parentkind. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all *FOS* run events, support and advice on running the *PTA* plus fundraising ideas and good practice hints and tips. Parentkind also provides us with the opportunity to meet and communicate with other *FOS/PTAs* to discuss and share experiences. We receive termly publications, which are displayed on the *PTA* notice board 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

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:

- Mufti Days
- Sale of Tea Towels designed by the children
- Sale of Christmas Cards designed by the children
- Refreshment sales at the Christmas play, Easter Fair
- Bags2School Collections
- Year Book Sales
- Uniform Sales

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 Friends of School has donated.

We raise money in other ways too. 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 FOS is a registered charity, we are able to raise money through Gift Aid and company matched giving schemes.

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 FoS 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.

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 FoS 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 *FOS* committee, or ask in the school office.

How we spend the money we raise

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

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

Sometimes this will be as a result of the children asking for something, additional I-pads have been past requests.

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

FoS 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 *FoS* 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 children 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 past year.

How we get information to you

All *FoS* letters and notices are either sent home in the book bags, emailed out from school and posted on our Facebook Group page Church Aston Infants FOS. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events. Following a *FoS* 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.

FoS letters are also posted on the school notice boards which are situated near the class 1 doorway.

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

How you can get involved

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

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 help at our events. Or you can simply give us your ideas for fundraising events.

You can also 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 finally, we are always extremely grateful to receive donations as mentioned before.

There is a 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.

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

From all the Friends of School Committee

Email foschurchaston@gmail.com

Facebook Group – Church Aston Infants FOS

September 2018



FRIENDS OF CHURCH ASTON INFANTS SCHOOL

How we spent the money we raised in 2017/2018

Last Academic year, Friends of School raised £2,868.25 through fundraising, which has paid for

- Contribution towards the school trip to Enginuity
- Children's medals for the sponsored swim
- Christmas Gifts
- Contribution towards the cost of the History of Lego Trip
- Transport costs for Chetwynd Deer Park Visits
- Contribution towards school trip to Exotic Zoo
- Berets for the children taking part in the Carnival
- Year 2 Leavers gifts
- Christmas Party – Entertainment, food & gift
- Leavers Party – Entertainment, food & gift

Our Big Easter Raffle fundraiser raising over £1800.00 had the specific aim of providing new playground equipment and to date we have purchased a basket ball trainer and Rainbow play equipment.



We are also going to be funding the purchase of a piece of fixed play equipment to be installed in the playground this year.

Gift Aid Declaration

Name of Charity

Details of donor

TitleForename(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.

Parents' Questionnaire

All families of pupils at our school are members of the Friends of School. The FoS 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 Fos 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, 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 class representative or PTA volunteer?

- Would you 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: