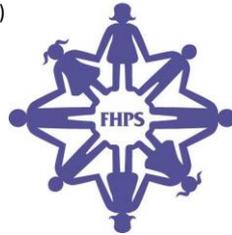


Friends of Hughenden Primary School(PTA)
Hughenden Primary School
Spring Valley Drive
High Wycombe
Bucks
HP14 4LR



FRIENDS
of Hughenden Primary School



Tel: 01494 562501 /07789227198
Email: friends.hughendenprimary@gmail.com
Head Teacher: Mrs Sarah Leighton
Friends of Hughenden PTA Chair person: Mrs Alex Hollman

Charity Commission No:1037344

ISSUE DATE April 2018

Welcome to our school.

This information sheet has been compiled by the *PTA* 'Friends of Hughenden Primary School' 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 much information to retain and many questions to ask.

The information given here is all about the Friends of Hughenden Primary School, *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 a class representative.

Why do we have 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.

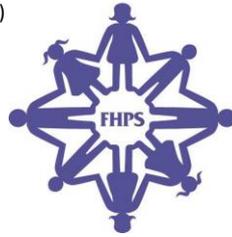
All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the 'Friends of Hughenden Primary School' *PTA* when their child joins our school.

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. We fund fun events for our children's enjoyment such as the Christmas party, when we fund a professional entertainer and token gifts for each child.

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.

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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

Our PTA history

We can trace our PTA history back many years. Some of our parent members were once children at our school themselves, and now have their own children attending. We have over time, developed strong links with the local community and are always well supported by residents, businesses, and other community organisations for which we are very grateful. Many of our local shops are very generous providing donations for raffle prizes etc. and some have taken part in our Christmas and summer fairs.

Role of the Committee

Our PTA committee consists of three Officers: Chair, Treasurer and Secretary. The Committee meet on a regular basis usually once per term, with smaller working groups meeting as necessary when we are planning events. We welcome all parents and carers to attend our meetings.

Annual General Meeting (AGM)

Our Annual General Meeting is held at the beginning 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 and class representatives.

Class Representatives

Our class representatives undertake a very important role. Class representatives provide a link between individual class parents and the PTA committee. The support from 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. Updated lists are sent out each year after the AGM. If you are interested in joining the committee or acting as a class representative or PTA volunteer, please do not hesitate to come to our AGM in September or talk to a member of the Committee.

Support from Parentkind (formally 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 Parentkind. We pay an annual membership fee which gives us lots of member benefits such as liability insurance, support, and advice on best practice for running the *PTA* plus fundraising ideas, hints, and tips. Parentkind also provides us with

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the opportunity to meet and communicate with other PTAs to discuss and share experiences. We receive guidance to ensure our events are legal and safe. In addition, we have a valuable resource at our fingertips – www.parentkind.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 recent popular events and initiatives include:

Children's Film Nights	Design your own Christmas cards
Children's Halloween Disco	Christmas Nativity DVD's
Adult Quiz Night	Stay N Play BBQ's
Children's Christmas Gift Bizarre	Christmas Fayre
Mufti Days	Second Hand Toy sale
Reduced cost theatre tickets	Clothing Bank

There is always a regular programme of events. Our aim is to host events that are fun for the children, it is always great to see them enjoying the events or enjoying using a piece of new equipment that the *PTA* has donated. We also 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.

A easy, hassle-free way to support us is to sign up to easyfundraising.org.uk . If you shop online you can do it through easyfundraising.org.uk and raise a free donation for Friends of Hughenden Primary School every time you shop! With over 3000 online retailers including major high street retailers, Amazon, major supermarkets, travel agents and insurance companies.in return you will receive exclusive discount codes and offers, and we actively encourage family and friends to sign up too.

**<https://www.easyfundraising.org.uk/causes/friendsofhughende/>
No cost, no catch - raise free donations for us every time you shop online**

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 Leighton will approach us with a 'wish list' of items that the school would like the *PTA* to consider funding such as providing resources to improve a particular area of the curriculum or school environment. Recently the *PTA* has funded new gym equipment for the children's use. The *PTA* funds are spent on the 'extras' that are not always able to be provided by the school's budget. Currently we give each year group a 'teacher float', this is set amount given to teachers each term for them to spend on in-class projects. The teacher and the class are given autonomy to spend this money as they choose, and we always look forward to hearing how the money has been spent and how it's made our children's learning experiences so much more fulfilling and exciting.

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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 all the children directly.

How we get information to you

We have a virtual school gate known as:



Classlist is a private parent social network for your school where you can create class, year or school contact lists and send confidential group or one-to-one messages. Perfect for parents who want to talk to each other, share the school run, birthday party invites or sell off their unwanted bike.

It is also the communication platform for the PTA to reach all the parents, organise events, fundraise and recruit volunteers. Classlist does it all. It's the secure alternative to social media parent groups and a time-saving tool for staff or Class Reps battling to keep their spreadsheets up to date. Classlist is unique to your school and only accessible to approved users. Parents choose which details they want to share and can securely contact each other about play dates, parties and more. What's more, it's completely free to use and data protection registered with the ICO, so you can trust that your parent details are safe and never passed to third parties.

You can find us through www.classlist.com and searching for Hughenden Primary School

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 Class Representative or 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 also help by letting us know if you have any contacts or skills we could use, everything is potentially very valuable to us. You can email us at friends.hughendenprimary@gmail.com

We are very proud of our school, and its community. We are confident that your child will be very happy at Hughenden Primary School, and we look forward to welcoming you in September.

Best Wishes

Mrs Alex Hollman

Chairperson of Friends PTA