



Woodbridge Primary School

**Welcome to your PTA**

**F**  **WPS**

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Woodbridge Primary School is also a member of:



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## **Introduction**

### **Welcome to our school.**

This booklet has been compiled by FOWPS 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 school council member .

### **Why do we have a PTA?**

We are fortunate at our school to have a *PTA* that is and has been an integral part of the 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'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. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our *PTA* has 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.

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.

### **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. This has made a huge difference to our fundraising efforts.

### **Role of the Committee**

Our *PTA* committee consists of three Officers: Chair, Treasurer and Secretary. We also have ordinary committee members to make up the full committee.

The Committee meet on a regular basis usually once or twice per term usually on a Friday afternoon, with smaller working groups meeting as necessary when we are planning larger events.

### **PTA Volunteers**

We have a growing list of PTA volunteers who commit some of their time to helping the committee. Every little help, so just one hour assisting at an event is invaluable.

A list of current PTA committee members, and PTA volunteers is at the back of this booklet. If you are interested in joining the committee or a PTA volunteer, please do not hesitate to talk to a member of the Committee or complete the attached form.

### **Support from NCPTA (National Confederation of Parent Teacher Associations)**

Our *PTA* is a member of the NCPTA, 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 13,000 members in current membership of the NCPTA. We pay an annual membership fee to the NCPTA which gives us lots of member benefits including comprehensive insurance cover for all *PTA* run events, support and advice on running the *PTA* plus fundraising ideas and good practice hints and tips. NCPTA also provides us with the opportunity to meet and communicate with other 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.ncpta.org.uk](http://www.ncpta.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:

Quiz Nights  
Children's Discos  
Summer/Christmas Fair  
Car Boot Sales/  
Beetle Drive

We also endeavour to try new events which in the last academic year were a beetle drive and also a nearly new sale. If you have any suggestions as to events that we could organise then please speak to one of the committee.

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 the *PTA* 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.

We also are a member of "The Giving Machine" which is donates a percentage of sales to the school by members showing through certain outlets. You can sign up via The Giving Machine website.

We currently have a paper bank and clothes bank on the school site which provides additional funds for the school calculated on the weight of the paper/clothes.

### **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.

The teachers also have an allowance each term to purchase items that the school budget does not usually allow for.

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

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.

Of course there have been times when we have been fundraising for a large project. In the past, we have supported the following special projects: assisting with new play equipment such as the pirate ship and climbing wall and also the transformation of the school garden.

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.

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

### **How we get information to you**

The *PTA* tries to produce a newsletter twice a year. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events. Following a *PTA* 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.

### **How you can get involved**

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 can not 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 or Committee Member or just a helper.

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

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

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. Don't forget to include an email address if possible.

### **What the *PTA* means to our school**

Because our *PTA* involves the whole school community we thought you would like to know what others think about our *PTA*.

#### **From the Headteacher**

The mums and dads who make up the FOWPS committee, along with the host of others who volunteer their time and efforts, make a significant contribution to enriching the school environment and all the 'extra' experiences that we're able to offer the children.

The Senior Leadership Team and I get a great deal of reassurance through knowing that we have the support of this dedicated group of volunteers in our mission to bring the best of everything we can to the pupils at Woodbridge Primary School.

I realise that sometimes we all feel a little bit nervous when new to a school, but the committee and volunteers really are a warm and welcoming group of people, so please do take up their offer of getting in touch. It's a bit like the saying, 'It takes a village to bring up a child' or the Kenyan word *harambee*, which means we all pull together. FOWPS is a great way that we can all pull together in bringing up the children to reach their full potential.

#### **From the Governing Body**

The Governing Body places a great importance on the work of the *PTA* and welcomes the support they give the school both in monetary terms and the events they organise. They have enhanced the children's environment through funding for such projects as the pirate ship and the beautiful new garden, as well as smaller items in the classrooms. Last year the *PTA* contributed over £12,000, a fantastic sum which governors would not have been able to spend from the ever tighter school budget without sacrificing such essentials as SEN support, music or classroom assistant hours. As well as fundraising events such as the summer and Christmas fairs, which appeal to both the school and the wider community, there are fancy dress discos for the children whilst parents and friends enjoy supper and quiz evenings. Governors actively support all of these and encourage parents, carers and grandparents to give some time to help the *PTA*, whether as part of the committee or as an extra pair of hands 'on the day', thus contributing to their child's education and enjoyment at Woodbridge Primary School.

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

On the FOWPS page of the School website there are the following documents which you can view and/or download at your convenience;

- list of Committee Members and volunteer helpers
- Parents' Questionnaire for parents to complete and return
- a list of money raised in the last few years and the items bought for the school (see events page)