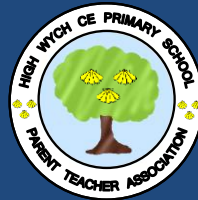


HIGH WYCH CE PRIMARY SCHOOL

WELCOME TO YOUR PTA



High Wych, Sawbridgeworth, Hertfordshire. CM21 0JB
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Why do we have a PTA?

Your PTA is about much more than simply fundraising it is an excellent way to bring staff, parents and friends together socially. It is fun too.

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 PTA when their child joins our school.**

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.

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
- 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 at providing donations for raffle prizes and auction items etc. and some have taken part in our Christmas and Summer Fayres. We are also extremely grateful to the local businesses who have participated in charity matched giving schemes. If you have your own business, being an active PTA member is an excellent way to network with parents who may be potential customers and other businesses at our events.



Role of the Committee

The Committee meet on a regular basis usually twice per term, with smaller working groups meeting as necessary when we are planning larger events. We would like as many parents as possible to be involved and have their say.

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. There are usually two representatives per class who provide a link between individual classes, 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.

If you are interested in joining the committee or acting as a class representative or PTA volunteer, please do not hesitate to talk to a member of the Committee.

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:

Christmas Disco & Fayre
Mothers' & Fathers' Day shops
The Summer Fayre
Night Under Canvas – Camping on the field.

Christmas cards are another fundraiser, designed by the children. Plus, we have a School lottery and encourage everyone to use the giving machine when shopping online to boost our funds. More information can be found here:

www.yourschoollottery.co.uk

www.thegivingmachine.co.uk



We always try and respond to the children's requests; and work closely with the School Council and the Eco Council. 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.



Company matched giving

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 please talk to one of the PTA officers.

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, so make sure you come along to the meetings to have your say.

Usually, the school will have a 'wish list' of items that they would like the PTA to consider funding. Sometimes this will be as a result of the children asking for something, for example equipment to play with in the playground.

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. 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.

How we get information to you

The PTA letters that we send to you will come via Parentmail or in your child's book bag. They include information on forthcoming events and dates plus requests for assistance, when we are planning large events.

There are notice boards in the playgrounds – with details of upcoming meetings and events. Please also remember to check the PTA page on the schools web site www.highwych.herts.sch.uk

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.

From all the PTA Committee

Email at: pta@highwych.herts.sch.uk or alternatively leave a message for us with the office.



The Multi Use Games Arena (MUGA) funded by the PTA