

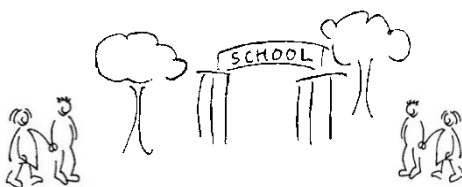
**Woodcote Primary School PTEA**



## **Welcome Pack**

[www.woodcotepta.org.uk](http://www.woodcotepta.org.uk)

## Welcome

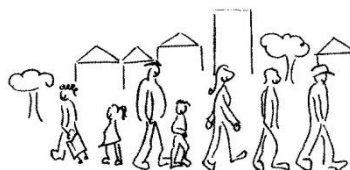


The Friends of Woodcote Primary School Parent, Teacher and Friends Association (PTFA) would like to extend a warm welcome to our new children, parents and carers.

The information in this pack has been put together to explain what the PTFA is, why it exists and to provide you with all the details you need to find out how to get involved.

This is complimented by our website [www.woodcoteptfa.org.uk](http://www.woodcoteptfa.org.uk) where you can find more details and updates on events and what's going on.

## So, what is the PTFA?

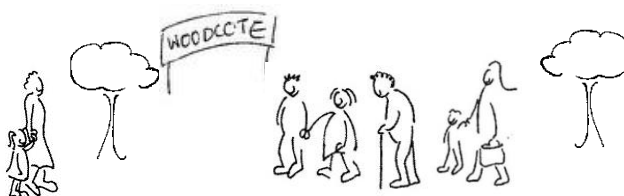


The PTFA is a registered charity which is run by people like you with the aim of raising funds to help provide extra facilities not usually paid for by the LEA.

The PTFA helps to build the school's sense of community. Our volunteers enjoy building links between home, school and the local community to organise events throughout the year. The PTFA brings people together socially to have a good time and raise much needed funds for the school.

Funds are spent to increase the social and educational opportunities for our children. The Woodcote Primary School PTFA is run by volunteers who believe it's not just about fundraising; it's about enjoying our community and having fun!

## Who is the PTFA?



We all are! All parents and carers of children at our school are automatically members of the PTFA. It is up to you how involved you become. Many parents find being an active member of the PTFA a great way to have their say on how the school is run.

Remember this is your school. The PTFA Committee relies on your support to help increase standards of education and make your child's school life more enjoyable.

For more information on how you can help, see the 'What can I do?' section below and the [Get Involved](#) page on the [website](#). A full list of current [Committee Members](#) can be found online and at the end of this booklet.

## Why does the school need more money?

[www.woodcoteptfa.org.uk](http://www.woodcoteptfa.org.uk)

Woodcote Primary School relies on local authority funding. In order to increase the opportunities and facilities for our young people it is essential to generate additional funds. In essence, increasing the resources available in our school means more children can access and enjoy a more fulfilling learning experience.

We choose how PTFA funds are spent and that means your opinion counts too!

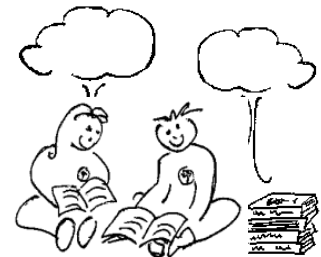


### **Fundraising over the years**

The PTFA hold a Teddy Bear's Picnic each year for new nursery children and parents. Monthly coffee mornings are run so that you to meet other parents and PTFA volunteers. We even organise the school Christmas trees and a visit from Santa each year. . . and that's not to mention raffles, quiz nights, discos and two annual Fairs.

The PTFA has helped to pay for items such as:

- The outdoor classroom in the Key Stage 2 playground
- Computer Equipment, Whiteboards and Sports kits
- Books and Rainy Play equipment for classes
- Musical Instruments
- Fabulous and fun events such as our annual Easter Egg Hunt



### **How does the PTFA work?**

The Woodcote Primary School PTFA is run by a Committee of volunteers. The Committee consists of a Chair, Vice-Chair, Treasurer and Secretary who, with further general Committee members volunteer at the Annual General Meeting (AGM). Everyone on the Committee puts a lot of hard work and effort into making the PTFA successful to support the school and our children.

The Committee meets each term to discuss events, spending and to vote on current issues. Sub-Committees work on specific events and tasks such as the summer fair, communications and sponsorships and meet as regularly as they need to.

Each New Year our AGM is held in the winter term so that new parents have the opportunity to get involved once they have settled in at school. The AGM gives you the chance to come along and hear how successful events have been, how funds have been spent in the previous year and to make any comments or suggestions you feel are important at this time.

At this meeting Committee members and Class Representatives are agreed for the coming year. A list of the current PTFA Committee members is included in this guide and an updated list can be found on the PTFA [website](#).

### **Class Representatives**

Class Reps are a very important recent introduction by the PTFA. As a readily accessible point of contact Class Representatives form a link between individual classes and the PTFA Committee. They keep classes informed about events, provide feedback and gauge opinion on spending decisions. They also organise class volunteers, especially useful for the Summer Fair where there may be competition for the 'best stall' prize!

If you would like to be a Representative for your Class please complete the [Volunteer Form](#) which is downloadable from our website in the Useful Documents section.

### **How the PTFA communicates**

The PTFA send out termly [newsletters](#) and regular reminders on up and coming events by email and on [Facebook](#). We run monthly Coffee Mornings and also provide printed notifications and you will also see posters around the school to remind you about what is going on and any help that is required.

Class Representatives keep classes informed about what is going on. You can also keep up to date by visiting our [website](#) where you can find all the information in this pack and more.

Your feedback will always be valued!

### **What can you do?**

#### [Charity Match](#)



Do you work for a company who charity-matches? This is great way for the PTFA to gain funds. Using our Charity number 1076574 your company can match employee donations or funds raised by you. Participating companies such as Barclays and Legal & General help increase donations by Charity Matching Schemes.

#### [Donations](#)

Throughout the year we ask for donations of items to be sold or used as prizes. We hold regular uniform sales for which you can bring and/or buy and also accept donations of money direct via our website. If you do not think that you can help out at events why not contribute a yearly donation? You can [Donate via our website](#).

## Sponsorship

Do you work for or run a company that could sponsor us? We offer publicity in exchange for donations of money or prizes that can be used for events or raffles. Your company could also pay for specialist equipment or sports clothing. Is there something your company could do?



## Volunteering

All PTFA events are organised and run by volunteers. There are lots of ways you can help such as baking a cake, helping on a stall, setting up or clearing away at an event or selling raffle tickets. The PTFA hold a volunteer list, so whether you can help on occasion or on a regular basis we'd love to hear from you. Just complete the volunteer form at the end of this pack. It is so true that more hands make light work!

## Talents

Can you write newsletters, design publicity, manage our website, put up shelves or fix a piece of equipment? Get in touch if you think you can help.



## First Aiders

The PTFA always need trained First Aiders at our events. If you are first aid trained and willing to help out a couple of times a year, then please get in touch and add your name to our volunteer list!

## Become a Class Representative

If you are a good communicator and would like to take on a less formal role then why not volunteer as a Class Representative? Our Class Representatives are a sociable group who enjoy being a strong link between the PTFA and their class.

All volunteers are welcome and we appreciate your contribution of time however big or small. If you can help in any way please contact us or complete the [volunteer form](#) at the end of this pack (you can also [download](#) this form.



## Regular Events

The PTFA run a number of regular events throughout the school year. All events are listed on our website and you will be updated during the year in our termly newsletters.

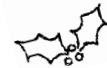
Our Main events are:

School Discos - Great fun for the kids, time to dress up and boogie!

Quiz nights - Get your brain working while you enjoy refreshments and answer a range of general knowledge and themed questions

Easter Egg Hunt - This event is run during the school day with lots of fun and prizes

Christmas Craft Day - A fabulous day of creativity for all the family to make fantastic presents and decorations



Christmas Shopping Day - Children love buying a surprise gift for a loved one. Presents are wrapped by a PTFA volunteer to take home to place under the tree



Christmas Fair - Meet Santa and enjoy stalls, refreshments and entertainment to celebrate the season

Summer Fair - Our biggest event of the year! Entertainment including school performances, games, stalls, refreshments and more



We hope that you enjoy your time at Woodcote Primary School and look forward to meeting you soon.

Best wishes,

Friends of Woodcote Committee



You can also  Find us on  
**Facebook**

[www.woodcoteptfa.org.uk](http://www.woodcoteptfa.org.uk)

## Who's Who

### The [PTFA Committee](#) 2013/14

Julie Urquhart - Chair

Nicky Fordyce-Browne - Vice-Chair

Claire Clark - Treasurer

Catherine Harper - Secretary

Claire Baldock (Deputy Head Teacher) - Senior Leadership Team Liaison

Maria Degenis

Allison McKenzie

Jackie Brown - Governor Liaison

Full, up to date lists and more details can be found in the [Who's Who](#) section of the PTFA website including a full list of [Class Representatives](#).

If you are reading this as a hard copy note that this document can be viewed with links at:- <http://woodcoteptfa.org.uk/links/useful-documents/>



I would like to join the Volunteer List

Name:		
Preferred contact number		Alternative contact number
Email		
Classes I have children in:		
I have a preference to help with (please circle)		
<b>Volunteering on the day e.g. at fairs</b>		
Setting up	Clearing away	Organizing/ running a stall
Serving refreshments	Face painting	Wrapping/sorting
<b>Helping in your own time</b>		
Food / drink preparation	Selling raffle tickets	Folding raffle tickets
Sourcing /collecting prizes	Baking	
<b>Comments:</b> e.g. Anything additional you can help with, special talents etc (continue on back if necessary)		
<b>I am a trained First Aider - Yes / No</b>		<b>My employer will Match-fund - Yes / No</b>
<b>I am interested in becoming a Class Representative Yes/ No</b>		
<b>I agree for my details to be held by the Woodcote Primary School PTFA for the sole purpose of contact in regard to PTFA volunteer opportunities. Yes / No</b>		

Please return to your Class Rep, the School Office  
or email to [volunteer@woodcoteptfa.org.uk](mailto:volunteer@woodcoteptfa.org.uk)