

**PTA
POLICIES
2017**

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Introduction

Welcome to our school.

This booklet has been compiled by the **PTA** *for its members and committee. This booklet gives more in-depth explanation about the PTA and Safety and procedural Policies required for Charity organisations. In the Appendix is a copy of the handout we give to our new Members, the parents.* 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. The smaller 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 member or class representative. (See Committee Members List in appendices)

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 since 1980. 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. All families are automatically members of the Chorleywood Primary School PTA when their child joins our school.

The Chorleywood Primary School 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. The PTA financially assists the Gardening Club aiming to giving the children an extra learning area and a good time on the school grounds. The PTA also assists financially with school experience in many other ways, including Christmas parties as well as funding Activities week held in July.

From the Governing Body

The PTA is an essential part of our school. All parents and carers are members and everyone's contribution is highly valued. The work of the PTA underpins the whole school. Financial support enables us to create a richer learning environment for our children e.g. the investment in laptops, the library, the school grounds and play equipment. These could never have been installed so quickly without the incredible support of our PTA. Numerous curriculum resources have been provided which children throughout the school are able to enjoy. The wide variety of social functions, allow us all to get to know one another in a more relaxed setting. The children see their parents and the school staff working together for their benefit. They appreciate this united effort and it adds to their feeling of security. Our school would not be the vibrant, nurturing and welcoming learning environment it is without the enthusiasm, commitment and hard work of our PTA. The Governing Board and everyone at Chorleywood Primary School hugely value your 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 PTA and how we conduct ourselves financially as well as an entity. If you would like to see a copy of the constitution, please look in the Appendix or contact a Committee Member.

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 businesses and 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 and donations. 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 currently have co-chairs. This is a minimum requirement for a charity however there are further committee members and observers which make up the full committee (see appendix).

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

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 is usually one representative per class who provide a link between individual classes and 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.

A list of current PTA committee members, PTA observers and class representatives 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 acting as a class representative or PTA observer, please do not hesitate to talk to a member of the Committee.

Support from PTA UK (Parent Teacher Associations)

Our PTA is a member of the PTAUK, which is a national charity and membership organisation. We pay an annual membership fee to the PTAUK 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.

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 Fair
- Summer Fair
- Quiz
- Family Fun Nights.

We also run events like Children's gift sales for Christmas and Mothers/Father's Day.

So you can see there is always something going on. We always try and respond to the children's requests via the School 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.

We have now introduced Gift Aid.

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 Roberts our Head teacher will have a consultation with the children and staff to discuss items that the school would like the PTA to consider funding.

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.

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; a new whole school reading scheme, phonics boxes and the library 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 child/ren will feel the benefit, along with everybody else.

Of course there will be times when we may have to fundraise for a large project in the future.

Gift Aid

If you are a UK tax payer, we are able to claim 25p in every pound that you donate to our PTA for events that are for sponsorship only. There are strict guidelines as to what can be claimed and further information is found on HMRC website.

The easiest way is through the BT Event page where you can log on and make a donation for an event. An email will be sent to you for your records detailing the amount donated and Gift Aid claimed.

Or

A form for an event will have a tick box option to donate and your name and address will be required. This can then be applied on mass at the end of every 3 years or so and the donation received. HMRC prefer to deal with hundreds of pounds rather than tens of pounds for Gift Aid reimbursement.

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 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 or setting up a scheme in your workplace, please talk to one of the PTA officers, or ask in the school office.

How we get information to you

- All PTA letters we sent via school comms. with hard copies for those not on the internet. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events.
- PTA events are posted on the PTA notice board, which is situated in the school grounds between year 4 and year 5. Events are also posted on the school admin notice board outside the school office
- Emails from your class reps.
- Facebook page.

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 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 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.

Safeguarding and volunteer checks

PTAs have a duty of care to consider the safety and well-being of children and vulnerable adults, so make sure this is considered when risk assessing your event.

Who can be checked?

Not all people who have contact with children are required to have a DBS check. It will depend on:

- how often they have contact with children
- and
- whether that contact is considered regulated activity.

What is NOT considered regulated activity?

Most activities carried out by a PTA volunteer cannot be considered regulated activity because they are not unsupervised, and are not carried out on a regular basis.

Examples of PTA activities that are not regulated could be:

- Helping at a school disco two or three times a year
- Helping at a monthly film night
- Helping at a school fair
- Running a camping event where parents accompany their children
- A volunteer Santa.

What is considered a regulated activity?

Regulated activity relating to children comprises only:

1. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children

2. Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers
3. Relevant personal care: for example washing or dressing; or health care by or supervised by a professional
4. Registered child-minding; and foster-carers.

Work under category 1. or 2. is a regulated activity only if conducted on a regular basis, which is generally defined as 'carried out by the same person once a week or more, or on 4 or more days in any 30-day period. It also includes any activity undertaken overnight (regardless of how often this occurs)'.

Examples of PTA activities that are regulated activities could be:

- running a weekly after school club, unsupervised
- running an overnight sleepover event, unsupervised
- listening to children reading in school on a weekly basis, unsupervised

Work by 'supervised' employees or volunteers is not regulated, so if these activities were supervised your volunteers would not need a DBS check. However, the employee who is doing the supervising must be someone who works in a regulated activity and with an Enhanced DBS with a Barred list check, i.e. a member of teaching staff.

What type of check is needed for volunteers engaged in regulated activity?

A PTA volunteer working in a regulated activity will need an Enhanced DBS with a Barred list check.

A PTA volunteer engaging in a non-regulated activity, but having frequent supervised contact with children may be eligible for an Enhanced DBS check.

Are there any exceptions?

If a PTA volunteer has frequent contact with children, but the activity is not considered regulated activity, you may be able to request an Enhanced Level DBS check, which is an intermediate level of check.

An example of a PTA activity that is not regulated activity, but is frequent, could be: Listening to children reading in school on a weekly basis, supervised*.

*Volunteers assisting in schools do so under the guidance and supervision of the school, so in this instance, the school should decide whether or not they are eligible for a check and manage the application if they feel it is necessary.

How do we ask for a DBS check?

Ask your school if they can apply for you, or contact an umbrella organisation. More information is available on the government Disclosure and Barring Service website.

Our PTA is registered with the charity commission. Should our trustees be checked?

Only if they are working in a regulated activity. Charity commission guidance states:

"Some people are barred by the Disclosure and Barring Service (DBS) from specified kinds of work involving contact with children or vulnerable adults ('regulated activity'). It is illegal for a barred person to apply for a regulated activity (paid or voluntary). It is illegal for a charity to knowingly employ a barred person in such work. A charity must check with the DBS before employing someone working in a regulated activity.

Being a trustee of a charity that works with children or vulnerable adults is not a regulated activity (even if the charity carries out regulated activities).

PTA Committee should have a DBS as the constitution states that no one with a conviction for dishonesty or conviction of deception should hold a position within the committee. The PTA has to seriously consider whether it would be appropriate to have a trustee who is barred by the DBS, taking account of potential risks to the charity's reputation and beneficiaries."

At PTA events on School premises during school time such as The Fun Run parents will be asked to sign in and out under the Schools Safe Guarding Policy. Safeguarding is the primary concern of all events organised.

Members Code of Conduct

A safe community is obtained not only through the use of written rules and consequences but is derived from a nurturing atmosphere in which all individuals are treated with respect and compassion. Our school community consist of staff, children and parents learning together in an environment in which each person feels safe, valued, respected and stimulated.

This guide should be viewed as a means to strengthen our community of learners. It describes the basic expectations for behaviour, as well as the rules and consequences at PTA sponsored activities.

The guide begins with the Members' Rights and Responsibilities, followed by School Rules and Guidelines for Behaviour at PTA Functions. Throughout this document the word "members" refers to the children, staff and parents within our school community.

Members' Rights and Responsibilities

- Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.
- Members have the right to be themselves. They have the responsibility to treat each other with fairness, courtesy and respect, because each is different from the other and each is special.
- Members have the right to be safe physically and emotionally. They have the responsibility to maintain the safety of others.
- Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
- Members have the right to communicate together. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member.
- Members have the right to expect that their personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members' property and their own personal belongings.
- Members have the right to learn about themselves. They may express their feelings and opinions appropriately without being interrupted. They have the responsibility to respect the feelings and opinions of others.

School Rules and Guidelines for Behaviour at PTA Functions

- The children will:
 - Keep hands, feet and other objects to themselves.
 - Show respect for all adults and other pupils by their words and actions, and listen carefully to directions when they are given.
 - Respect school and personal property.
 - Refrain from name calling, swearing at or teasing others.
 - Not engage in activities that may injure others whether intentional or unintentional.
 - Whenever a pupil violates any of the above listed rules at PTA sponsored functions,

he/she becomes subject to correction.

Adult Responsibilities:

- It is the right and responsibility of an adult attending a PTA function to correct, or to report to the event coordinator, any misbehaviour by any pupil or parent that occurs at that specific PTA event.
- Parents/legal guardians attending PTA sponsored functions with their children are expected to assume responsibility for their children's and their own behaviour and safety.
- Parents/legal guardians unable to accompany their children to PTA sponsored functions are expected to designate or identify an adult who will be present and who will assume responsibility for their children's behaviour and safety. In the case of a school Disco, those present representing the PTA will assume this responsibility.
- The corrective action taken by the adult may range from simple verbal reprimand to suggesting the pupil be excluded from attending future PTA sponsored functions.

Consequences:

- For the first offense occurring at a particular PTA event, the adult may verbally reprimand the child. It is suggested at this time the adult also reviews the code of conduct with the child.
- In the event of a second offense at the same event, the child may be removed from the situation and the event organiser or his/her designee will speak to the child.
- For a third offense at the same event, the parent/legal guardian is notified to remove the child from the event.
- Severe bad behaviour will result in immediately contacting the child's parent/legal guardian. The parent/legal guardian will be expected to remove the child from the event.

Severe Behaviour:

- Wilfully endangering yourself or others.
- Wilfully destroying property.
- Wilful disobedience of adults attending PTA functions.
- Engages in abusive language or behaviour.

Events held within School grounds – Safety and Risk Assessment

The climbing frames, as well as the tractor and fitness equipment are all considered areas of increased risk and should be monitored when in use and so for all PTA events these items are out of bounds and are NOT covered by the PTA Insurance or schools. Any child using this equipment will do so at their own risk and could be asked to leave.

From the Head

"I am totally overwhelmed by the support and dedication of the PTA. PTA activities not only provide us with exciting social events, but also raise funds which help to give the children such an enjoyable education, through new resources. The PTAs contribution to the school community provides a collective of professional skills, innovation and new ideas, creativity and collaborative working practices Our PTA has achieved so much, and I look forward to continuing this valuable partnership in the coming years".

Head Teacher Mrs Roberts

We hope you now know a little more about **your** Parent Teacher Association and policies. 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

PTA Chair Tania Ridgeway

June 2017

Ways to contact PTA or find event Information

Email ptachorleywoodprimaryschool@hotmail.co.uk

Facebook search for us on Facebook under "Chorleywood Primary School PTA"

Events board between Yr 4and 5

Committee member