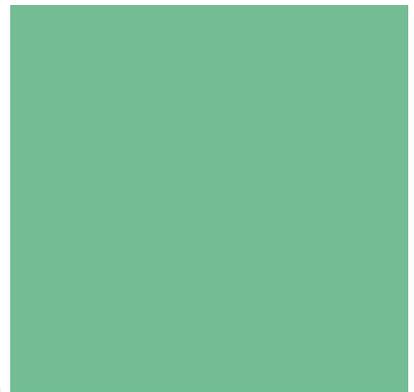
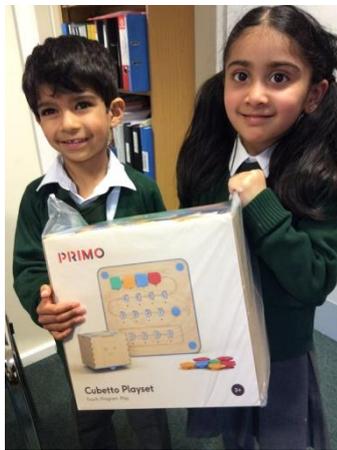




Deer Park
School
LEARN ENJOY SUCCEED

Welcome to your PTA!



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Introduction

Welcome to Deer Park School.

This booklet has been compiled by our *PTA* 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 class representative.

Why do we have a PTA?

We started the *PTA* soon after the school started and although small it has become an integral part of the school community. The *PTA* has raised over £15,000 since the school started, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities.

However, 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* volunteers (or the children!).

All families are automatically members of the Deer Park School *PTA* when their child joins our school and we welcome all parents/carers and members of the school community to get involved, even if they only have a small amount of time available.

In our first three years we have created some regular activities – a Christmas nativity social, summer fairs, 100 Club, parties (for kids and for adults), adult quiz nights, kids movie nights; but we are also a growing school with plenty of opportunity to do new things and the *PTA* is keen to hear your ideas (and seek your support). For example, this year we held the first ever Deer Park Parent Christmas Party and plan to hold a big end of term summer party for the children.

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.

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

Role of the Committee

Our *PTA* committee currently consists of seven members: Chair, Treasurer, Secretary and four Ordinary Members. However, as a growing school we will seek to increase this and there will be an opportunity to put your name forward for any positions at the AGM.

The Committee meet on a regular basis, *usually twice per term*.

Annual General Meeting (AGM)

Our Annual General Meeting is held in the first term 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.

Class Representatives

Our class representatives undertake a very important role. There are usually two representatives 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.

List of class reps and Committee Members 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 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:

Summer Fairs (Richmond May Fair, St Margarets Fair, and our own Deer Park School Fair one summer soon!), the 100 Club, Movie Nights, Quiz Nights, Children's Christmas Cards, Staff Auction of promises.

So, there is usually something going on. We always try and respond to the children's requests and the Deer Park School Council has been very pro-active in making 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.

As our *PTA* is a registered charity, we are able to raise money through Gift Aid and company matched giving schemes.

Deer Park School 100 Club

The 100 club is (relatively) easy and effort free way for you to help us raise funds for the school (no cake baking, stall manning or Pimms drinking required!). It is essentially a school lottery.

£5 per month buys one number, which is then entered into a monthly draw. 30% of the money raised will be returned in prize money to a single winner each month and the remainder donated to the school. Since we started the club in 2016 we have raised over £2000 for the school.

An invitation letter and application form to join the 100 club is included at the back of this brochure.

Easy Fundraising

Another way to raise money for the school without doing any extra work – or digging into your own pocket is “Easyfundraising”. This is a very simple way to raise money for the PTA when you shop online with certain retailers – please take a look at the attached poster, register and get shopping! The percentages might look small but in just three years and with only three classes easyfundraising has raised nearly £1500 for the school.

Gift Aid

Gift Aid is tax claimed back from the Inland Revenue from donations made to us out of your earned income.

If you are a UK tax payer, we are able to claim 28.2p in every pound that you donate to our PTA. The procedure for this is very simple. We ask our parents to sign the declaration form attached (this only has to be done once whilst you are at school) to confirm you are a UK taxpayer. The declaration can be cancelled at any time. Following this, every time you support the PTA with a cash donation or if you support a sponsored event, the PTA can claim the Gift Aid on your contribution.

There is nothing further for you to do and we need no other information from you. The issue of Gift Aid is taken on trust and you can support more than one charity in this way. We do not, and are not required to divulge any personal information to the HMRC from your completed forms.

If you are a UK taxpayer, please complete the declaration form at the back of this booklet. If both parents are taxpayers, please request another Gift Aid form from our PTA Treasurer or copy the one you have. As a PTA we are very conscious that with a relatively small school community, the demands are often not as widely spread as in larger schools, and because of this, we try to raise our funds from as many different sources as possible.

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 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 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 Colenso will have a ‘wish list’ of items that the school would like the *PTA* to consider funding. These often come directly from the children via the Student Council such as new playground equipment.

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.

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.

In 2019 we will be moving into our permanent site in East Twickenham, so we have a view towards some big purchases there. However, whilst saving for this, we will always 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* has a small section in the school newsletter. We may also ask the school to send out information via email or in book bags from time to time.

We are currently trying to establish a full list of parents' email addresses, so we can contact you this way. Please let the *PTA* have your email address, a form is provided in your new parent pack.

How you can get involved

There are lots of ways you can help and support your child through the *PTA*.

Offering to help with 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 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.

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 Governing Body

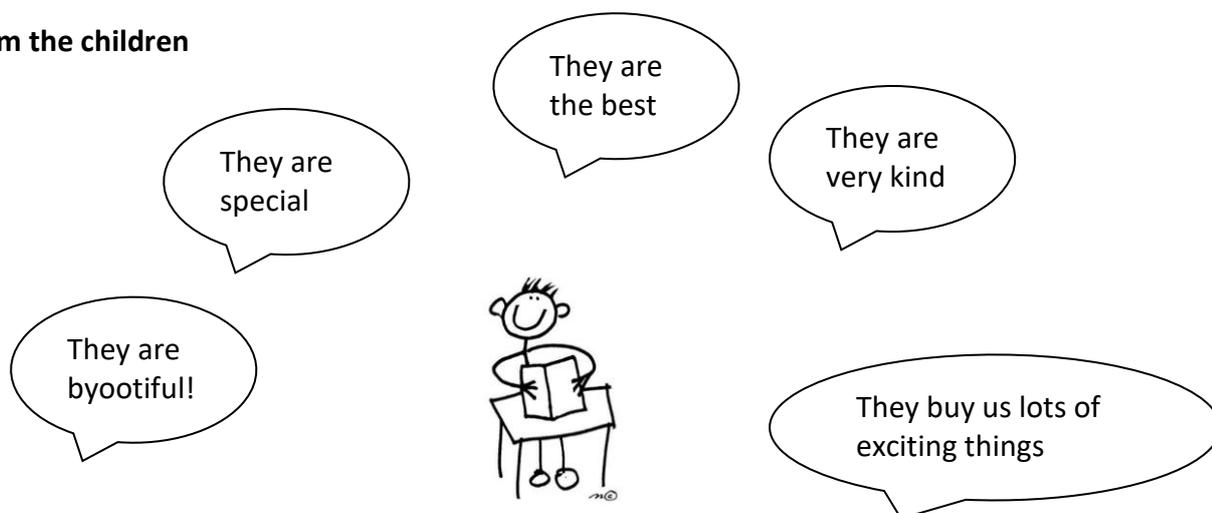
“The governors at Deer Park are very appreciative of the PTA and the huge amount of work they do with regards to fund raising and helping to create a community amongst the parents, children and staff. They have raised a considerable amount of money which the school has been able to spend on buying those ‘extras’ to help the staff at Deer Park to create a richer learning environment for the children both during lesson times and play times. These purchases have often been in response to well thought out requests from the school council.

They have organised many social functions such as; quiz nights and coffee mornings for the parents; and discos and film afternoons for the children. These all help to create a strong bond for everyone at Deer Park. The PTA have also been involved in creating links in the local community by running stalls at the local summer fairs – this is invaluable as it raises the profile of our new and growing school.

At Deer Park we want to create an ethos of everyone working together for the benefit of the children and the PTA really do buy into this and we would be lost without them.

All the governors are very grateful to them and would like to thank them for their tireless efforts.”

From the children



And last, but by no means least, our **Headteacher, Alison Colenso**

“I am the luckiest headteacher in the world to have such a genuine, dedicated and thoughtful PTA. The PTA have been fundamental in the success of setting up and establishing a brand new school. Not only have they fundraised to purchase vital items of equipment to enhance all the children’s learning; organised countless socials for families to get to know one another; but there is genuine care for the community of which they and their children are at the heart. I would wholeheartedly encourage every family to get involved; suggest ideas and just enjoy being part of a warm, vibrant and fun wider family.

I am thoroughly excited by the prospect of a growing PTA where together, we can only enhance the Deer Park provision even further. Thank you.”

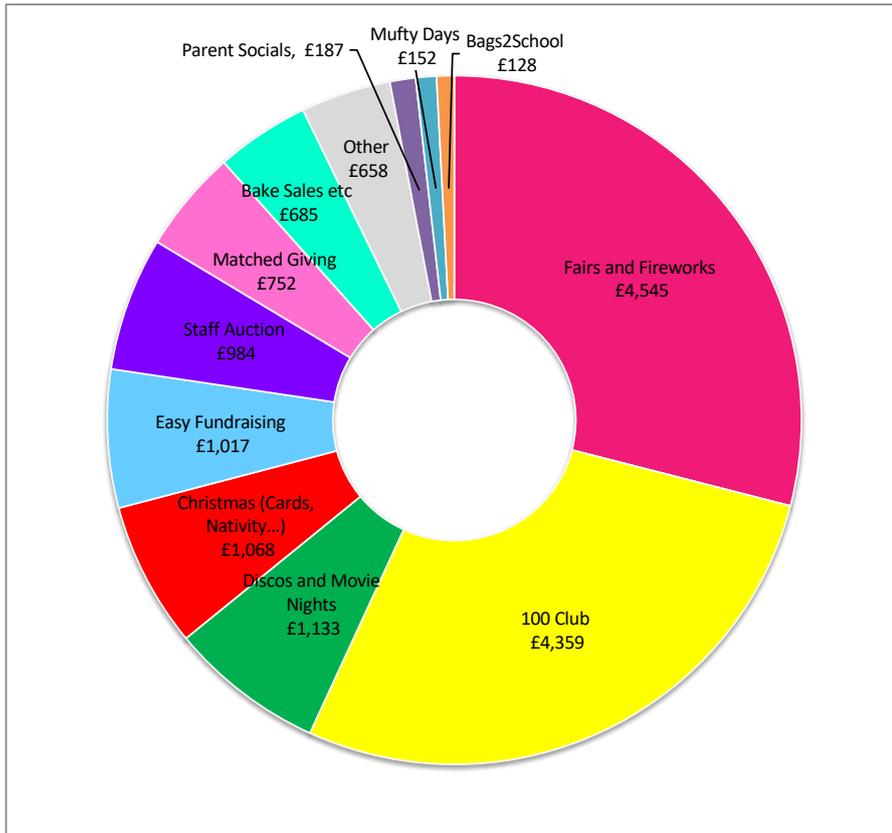
Thank you for taking the time to read our booklet. We hope you now know a little more about **your Parent Teacher Association**. On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

From all the PTA Committee

Katie Patton	Chair	katepatton@mac.com	07900 925012
Sally Prickett	Treasurer	sally_prickett@yahoo.com	07974 730502
Shlama Brend	Secretary	shalma@mac.com	07810 820690
Cathryn Kielczyk	Officer	cathrynmorgandaniel@gmail.com	07534979295
Steph Evans	Officer	stephanieevans@hotmail.com	07929 429309
Laura Tolley	Officer	laura.tolley@taylor.st.com	07981 589484
Jessica Persson Conway	Officer	jessicapersson@mac.com	07595429215

Fundraising.

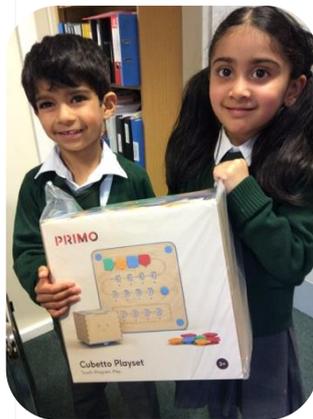
To date we have raised over £15,500 for the school from a wide range of activities.....



.....each year, as the school has grown, we have increased the amount we have been able to raise! The target for 2017/18 is £10,000.



Of course, the best thing amount raising money is spending it and we are extremely proud to have been able to respond to requests for donations as well as come up with some of our own ideas.





Think **shopping**, think **easyfundraising**



Don't forget to help **DEER PARK SCHOOL PTA** raise free donations. Remember easyfundraising.org.uk every time you shop online.

It doesn't cost you a penny extra!

Collect donations...

Online | Mobile | In-store

Find out more and join here:

easyfundraising.org.uk/causes/dpsptarichmond



Gift Aid Declaration

Name of Charity Deer Park School PTA

Details of donor

TitleForename(s) Surname

Address

.....

..... Post Code

I want the charity to treat

*the enclosed donation of £ as a Gift Aid donation

*the donation(s) of £which I made on/...../..... as Gift Aid donation (s)

*all donations that I make from the date of this declaration until I notify you otherwise as Gift Aid donations

*all donations I have made for the six years prior to this year, (but no earlier than 6/4/2000) **and** all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations.

You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year (currently 28p for each £1 you give).

Date:/...../.....

*delete as appropriate

Notes:

1. You can cancel this Declaration at any time by notifying the charity.
2. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity, or, refer to help sheet IR65 on the HMRC web site.
5. Please notify the charity if you change your name or address.

Dear Parents,

The Deer Park School PTA would like to invite you to join our successful “100 Club”. A (relatively) easy and effort free way for you to help us raise funds for the school and we would be delighted if you could join us (no cake baking, stall manning or Pimms drinking required!).

£5 per month buys one number, which is then entered into a monthly draw on the last school Friday of each month. The final draw in **July will be double prizes** to cover both July and August.

30% of the money raised will be returned in prize money each month and the remainder donated to the school. So, if we sell all 100 numbers the **monthly prize pot will be £150** and we will raise **£3850** for the school over a year!

If you want to join, please do the following by **Friday 14th September 2018** :

STEP 1 : Let us know you want to play by emailing DeerParkSchoolPTA@gmail.com with the following information

- amount of “numbers” you wish to purchase (max 4 per pupil)
- names of people who you want to own the numbers (over 18’s only – NO PUPILS)
- how you will pay – annual standing order, monthly standing order or annual one-off
- contact name, email and phone number
- pupil name and year

or

- complete the attached form and return it to me, your class rep or the school office

STEP 2: Set up payment. There are 3 ways to pay

1. ****NEW** Annual Standing Order Preferred**

Set up an annual standing order (£60 per number) to be paid on or before 20th September each year. Standing Orders can be set up either online or in your bank.

NOTE : Your number(s) will automatically roll over to the following year unless you no longer have children at Deer Park School or you inform us that you want to make a change.

2. **Monthly Standing Order**

Set up a monthly standing order for £5 per number per month to be paid on or before the 20th of each month until, at least, 20th August 2018.

Your number(s) will automatically roll over to the following year unless you no longer have children at Deer Park School or you inform us that you want to make a change.

3. **Annual One-Off Payment**

Pay annual amount by BACS/Cash/Cheque (£60 per number), to be paid on or before 20th Sept 2018.

Your number(s) will not automatically roll over to the next year unless you advise us you want to play.

For standing orders, BACS and cheques the beneficiary is :

[Deer Park School PTA](#), account number [01868403](#), sort code [40-38-18](#)

Please include reference as : “100” & your surname

Once I have confirmation you want to “play” I will email your allocated number(s).

Good Luck!

Sally Prickett (PTA Treasurer)

DEER PARK SCHOOL PTA 100 CLUB

Yes!

I would like to help raise funds by joining the Deer Park School PTA 100 Club.

I would like to purchase (max 4 per pupil) Number/s @ £5 each per month.

PLEASE ADVISE HOW YOU WOULD LIKE TO PAY

I will set up an **annual standing order** to Deer Park School PTA for £ (£60 / number) to be taken on or before the 20th September of each year until I have no children at Deer Park School or advise the PTA I want to make a change.

I will set up a **monthly standing order** to Deer Park School PTA for £ (£5 / number) to be taken on or before the 20th of each month until at least 20th August 2018 or when I have no children at Deer Park School or advise the PTA I want to make a change.

I make an annual one-off payment of £ (£60 per number) by BACS/cash/cheque (please delete as appropriate)

Names for each Number

1st Number –

2nd Number –

3rd Number –

4th Number –

(Please note: By law under 18's are not allowed to be named as members of the 100 Club.)

Email Address

Contact Number

Pupil Name