



Deer Park School  
PARENTS & TEACHERS ASSOCIATION

# Welcome to your PTA!



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## **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 in over £60,000 since the school started in 2015, which has been spent on equipment and resources to enhance our children's educational 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 five years we have created some regular activities – Christmas fair, summer fairs, 200 Club, parties (for kids and for adults), adult quiz nights, kids movie nights, fun runs; 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, last year we held the first ever Halloween 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 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

## **Role of the Committee**

Our *PTA* committee currently consists of nine positions: Chair, Treasurer, Secretary, Digital Comms, Newsletter 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 in November.

The Committee tries to meet on a regular basis, *usually once per half term*, although during the last year this has been a virtual meet.

## **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 one or 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.

The list of class reps and Committee Members should be on the *PTA* noticeboard and in the school office. 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:

Fairs (Richmond May Fair, St Margaret's Fair, and our own Deer Park School Christmas Fair and the Summer Fair), the 200 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 200 Club**

The 200 club is (relatively) easy and effort free way for you to help us raise funds for the school (no cake baking, stall manning or Pimm's 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 two winners each month (1st Prize is around £75 and 2nd Prize is around £46.50) and the remainder donated to the school. Aside from external grants the 200 Club is the highest single earning 'event' for the PTA.

An invitation letter and application form to join the 200 club is included at the back of this brochure.

### **Easy Fundraising and Amazon Smile**

Another way to raise money for the school without doing any extra work – or digging into your own pocket is “[Easyfundraising](#)” and “[Amazonsmile](#)”. 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 five years and with only six classes easyfundraising has raised over £3000 for the school without costing any parent, grandparent, godparent or staff member a penny (extra)!

### **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 taxpayer, we are able to claim 25p 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 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, the Headteacher 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.

We aim to spend the money we raise fairly quickly. That way, you can be sure that in supporting our school, your child/ren will feel the benefit, along with everybody else.

We moved into our new building in April 2021 and the *PTA* were proud to spend money saved over the years on the new school library, indoor PE equipment, a drum kit amongst other things to make sure that our children can hit the ground running in their new school. We were also able to quickly invest in the Collins E-library to support teachers in their engagement with children during home-schooling.

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* sends out a half termly newsletter by email. Please check your "junk" folder for [deerparkschoolpta@gmail.com](mailto:deerparkschoolpta@gmail.com).

We also are now trying to put most communications via the *PTA* app which will include a calendar, news and links to ticket sales. Class reps and the *PTA* can also send messages and reminders to classes or the whole school so no one misses out on anything. Often Class reps also set up class WhatsApp groups for those wishing to have a more informal space to chat in.

You should have received a link to a google doc to complete and allow the *PTA* access to add you to a class WhatsApp list to enable you to communicate with other parents and carers of children in the same class, even before your child starts at the school if you would like to arrange playdates during the summer. This form also asks permission for us to add you to the [deerparkschoolpta@gmail.com](mailto:deerparkschoolpta@gmail.com) mailing list to receive the newsletters as well as the MySchoolApp which we use as our main central communication tool, to help

with dates and activities. Please complete this form so that we can connect you as soon as possible, and if you haven't found it, please contact the school office.

The school doesn't send information about PTA events so if you aren't on the PTA communication systems you might miss out on events for the children as well as fundraisers and community events.

## **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, submitting external grant applications, asking for auction prizes 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 parents, and discos and film nights 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**

They are special

They are the best

They are very kind

They are byootiful!

They buy us lots of exciting things





### **From our Headteacher, Alex Lee**

*“At Deer Park, the PTA is the embodiment of the exceptional community spirit that supports our school. From social events to fundraising, from community outreach to practical help, they have consistently been an empowering, inspiring force for community cohesion and the provision of opportunities for our children. From their tireless effort and proactivity stems the unique sense of unified purpose and welcoming togetherness that characterise the Deer Park community and enable the school and its children to thrive. We are, in short, extremely lucky to have them. I encourage all our new families to be involved, and to be a part of the development and direction of Deer Park.”*

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.

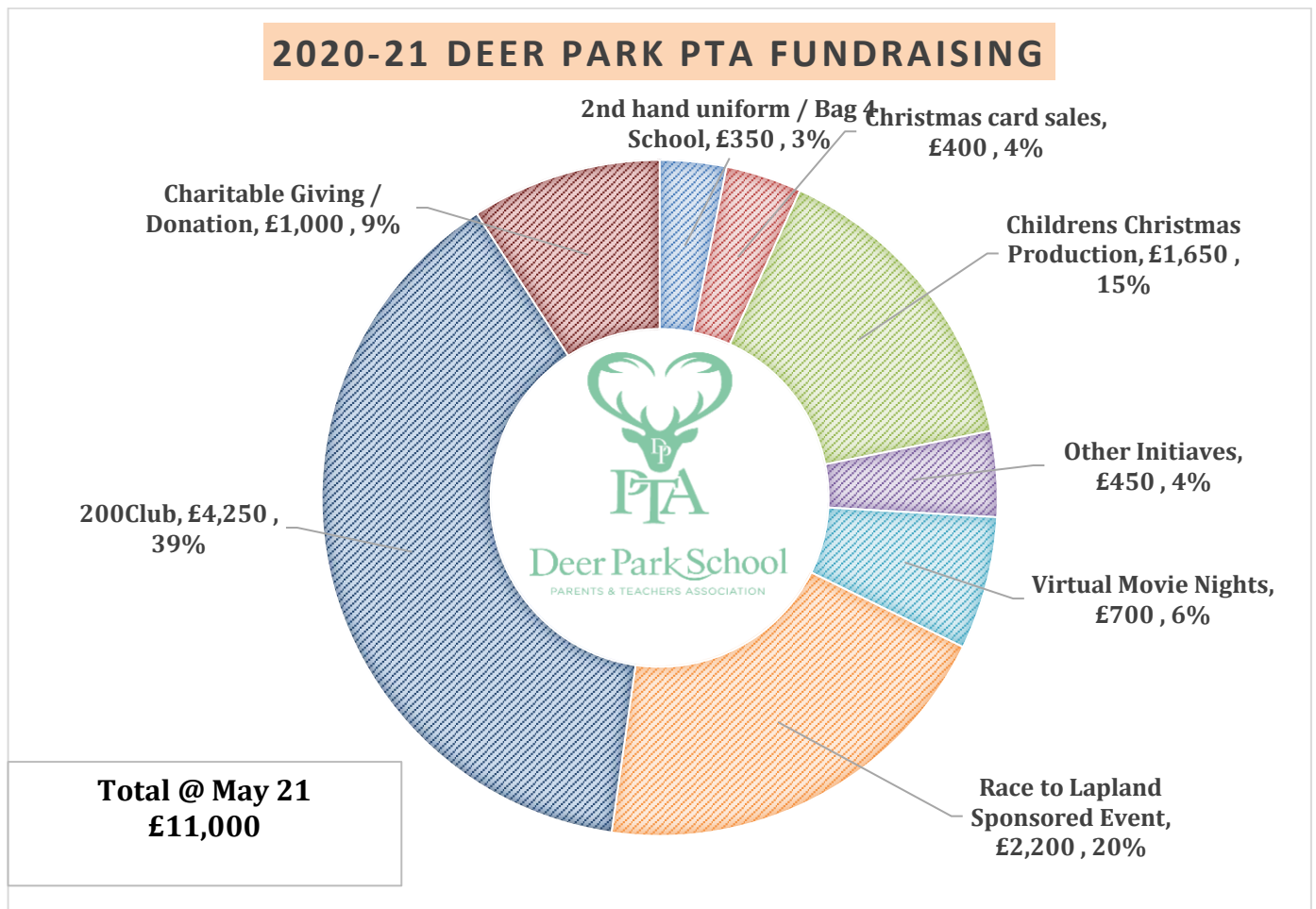
### **Current PTA Committee (AGM held in Autumn Term 2020)**

At the last PTA AGM held in October 2020 the following posts were filled as voted for by the PTA members. We still have opportunities for volunteers to lead the sponsorship, fundraising and digital comms roles if you have the skills and would like to join us!

Darcy Lawler	Co-Chair	<a href="mailto:delawler@me.com">delawler@me.com</a>
Maia Rushby	Co-Chair	<a href="mailto:maiarushby@hotmail.com">maiarushby@hotmail.com</a>
Matt Howard	Treasurer	<a href="mailto:mathewjhoward@hotmail.co.uk">mathewjhoward@hotmail.co.uk</a>
Emma Atkinson	Secretary	<a href="mailto:Emmaeb.atkinson@gmail.com">Emmaeb.atkinson@gmail.com</a>
Cathryn Kielczyk	Ordinary Member	<a href="mailto:ckielczyk@gmail.com">ckielczyk@gmail.com</a>
Steph Evans	Ordinary Member	<a href="mailto:stephanieevans@hotmail.com">stephanieevans@hotmail.com</a>
Melanie Cunnell-Mitchell	Ordinary Member	<a href="mailto:melloney.cunnell@gmail.com">melloney.cunnell@gmail.com</a>
Amanda Ratnarajah	Ordinary Member	<a href="mailto:ratnarajahamanda@gmail.com">ratnarajahamanda@gmail.com</a>

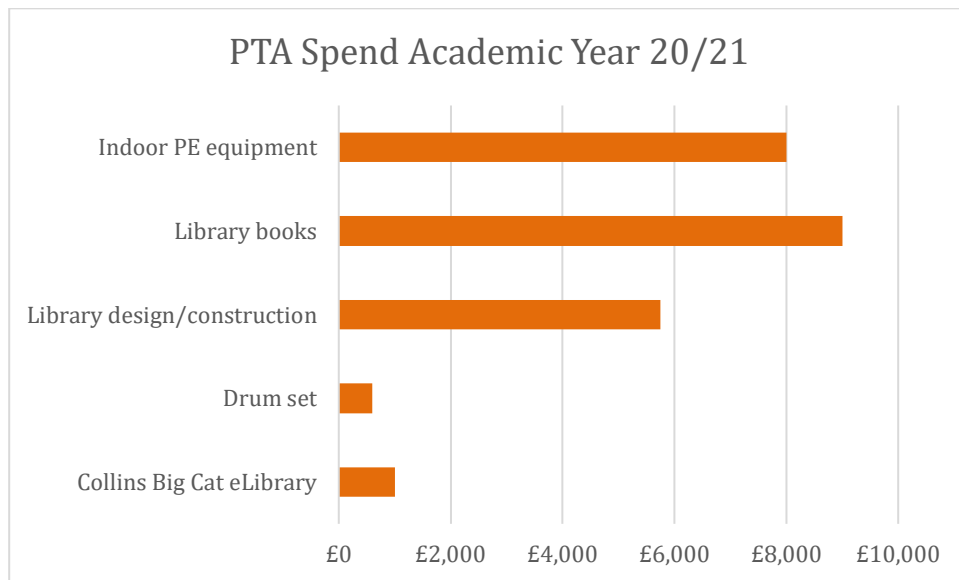
## Fundraising.

To date we have raised over £50,000 for the school from a wide variety of activities and events. Even over the last year as we have had to deal with Covid-19, the PTA has been active, and we've raised over £11,000.



Of course, the best thing about 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. One of the biggest projects that the PTA has directly supported is the library in the new school building. Parents were actively involved in the design, construction and decoration of the library, our very own enchanted forest! The children love it; they are able to get lost amongst the branches, find the butterflies and lounge amongst the owls. There is also a hidden door as a special treat for teachers to reward the children!





## Forms to Complete to Support Our School

### Easyfundraising



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



Don't forget to help **DEER PARK SCHOOL PTA** raise free donations. Remember [easyfundraising.org.uk](https://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](https://easyfundraising.org.uk/causes/dpsptarichmond)

 [amazon.co.uk](https://amazon.co.uk)

 John Lewis  
[johnlewis.com](https://johnlewis.com)

 [ebay](https://ebay.com)

 [TESCO](https://tesco.com)

 [Sainsbury's](https://sainsbury.com)

 [Booking.com](https://booking.com)

 [Argos](https://argos.co.uk)

## **Gift Aid Declaration**

Name of Charity Deer Park School PTA

Details of donor

Title ..... Forename(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 6/4/2015) **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 25p 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 website.
5. Please notify the charity if you change your name or address.



## **200 Club – Our Biggest Fundraiser**

The Deer Park School PTA would like to invite you all to join our successful '200 Club' which is open to all parents. This is the PTA's biggest fundraiser and last year raised over £4,000 for important school projects, especially the library. We're now looking to fund more music equipment, staging and experiences for our children. Please support us and support your children at Deer Park.

### **How does it work?**

- £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.
- You can buy up to 4 numbers per child in school
- 30% of the money raised will be returned in prize money each month and the remainder donated to the school.
- For September the first prize was £100 and the second prize was £50. This may alter through the year as people join or leave.

If you want to join, please do the following by **October 20th**:

### **Want to sign up?**

#### **STEP 1 :**

Email us [DeerParkSchoolPTA@gmail.com](mailto:DeerParkSchoolPTA@gmail.com) with the following information

1. Amount of 'numbers' you wish to purchase (max. 4 per pupil)
2. Names of people you want associated with numbers eg your name, Granny etc (need to be over 18 - so not your children please)
3. How you will pay (Annual standing order, monthly standing order or annual one off)
4. Contact name, email and phone number
5. Your child's/children's name/s and Class.

**OR** .....complete the attached form and return it to the school office

## STEP 2: Set up payment.

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: "200" & your surname

There are 3 ways to pay

1. **Annual Standing Order** *Preferred but hard to do now as it's not a full year, but if you think you'll want to stay joined, please set up the annual standing order for £60 starting Sept 20th 2021 and make a one off payment of £55 now for the rest of this year.*

Set up an annual standing order (£60 per number) to be paid **on or before 20<sup>th</sup> 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 20<sup>th</sup> of each month until, at least, 20<sup>th</sup> August 2021.**

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 (£55 per number), **to be paid on or before 20<sup>th</sup> Oct 2020**

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 : "200" & your surname

Once we have confirmation you want to "play" we will email your allocated number(s) to you.

Good Luck! And thanks for your support.

The PTA.



## DEER PARK SCHOOL PTA 200 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 20<sup>th</sup> 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 20<sup>th</sup> of each month until at least 20<sup>th</sup> August 202 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

1<sup>st</sup> Number    –    .....

2<sup>nd</sup> Number    –    .....

3<sup>rd</sup> Number    –    .....

4<sup>th</sup> Number    –    .....

*(Please note: By law under 18's are not allowed to be named as members of the 200 Club.)*

Email Address    .....

Contact Number    .....

Pupil Name    .....