



Deer Park School
PARENTS & TEACHERS ASSOCIATION

Welcome to your PTA!



Table of Contents

<i>Welcome to Deer Park School.</i>	3
<i>Why Do We Have a PTA?</i>	3
<i>Charitable Status</i>	3
<i>Role of the Committee</i>	4
<i>Annual General Meeting (AGM)</i>	4
<i>Class Representatives</i>	4
<i>How We Raise Money</i>	4
Deer Park School 200 Club	5
Easy Fundraising and Amazon Smile	5
Gift Aid	5
Company Matched Giving	6
<i>How We Spend the Money We Raise</i>	6
<i>How We Get Information to You</i>	7
<i>How You Can Get Involved</i>	7
<i>What the PTA Means to Our School</i>	8
From the Governing Body	8
From the Children	8
From our Headteacher, Alex Lee	9
<i>Current PTA Committee (AGM held in Autumn Term 2021)</i>	9
<i>Fundraising.</i>	10
<i>Forms to Complete to Support Our School</i>	12
Easyfundraising	12
Gift Aid Declaration	13
200 Club – Our Biggest Fundraiser	14

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 £80,000 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.

We are now in our seventh year and have already created some regular features in the school *PTA* calendar – Christmas fair, summer fair, 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, this year we are planning our first all-school sponsored walk in Richmond Park which will see every pupil in the school walking to and enjoying Richmond Park, culminating in a picnic at Petersham Swings.

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, Comms, and four Ordinary Members, who have been allocated responsibility for events (3 people), merchandise, 200 club and St Margaret's Fair. There will be an opportunity to put your name forward for any positions at the next AGM.

The Committee tries to meet on a regular basis, usually once per half term.

Annual General Meeting (AGM)

Our Annual General Meeting is usually 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. This year however, the *PTA* Co-Chairmen have children in Y6 so are moving on and we will be having an EGM (Extraordinary General Meeting) in the summer term to elect 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 and activities 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.

And this year we are planning an ambitious school-wide sponsored walk in Richmond Park that will culminate in all our children and teachers sharing in a picnic at Petersham Gate in the Park!

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, 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 £130 and 2nd Prize is around £65) and the remainder donated to the school. Aside from external grants the 200 Club is the highest single earning activity for the PTA, generating nearly £6,000 for the school in this academic year alone!

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 easyfundraising has raised well 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. (Occasionally a more urgent request is received from the school leadership team or teachers and we are able to respond more quickly using WhatsApp approval).

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. Our current focus is on enabling all classes access to musical instruments, and furnishment of the STEAM (Science, Technology, Engineering, Architecture, Maths) according to discussions and designs of the Y6 School Council.

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 monthly newsletter, usually the first Monday of the month by email. Please check your “junk” folder for deerparkschoolpta@gmail.com. The newsletter is sent out using Mailchimp.

Class reps and the PTA can also send messages and reminders to classes or the whole school so no 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 mailing list to receive the newsletters. 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 always refer to 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.

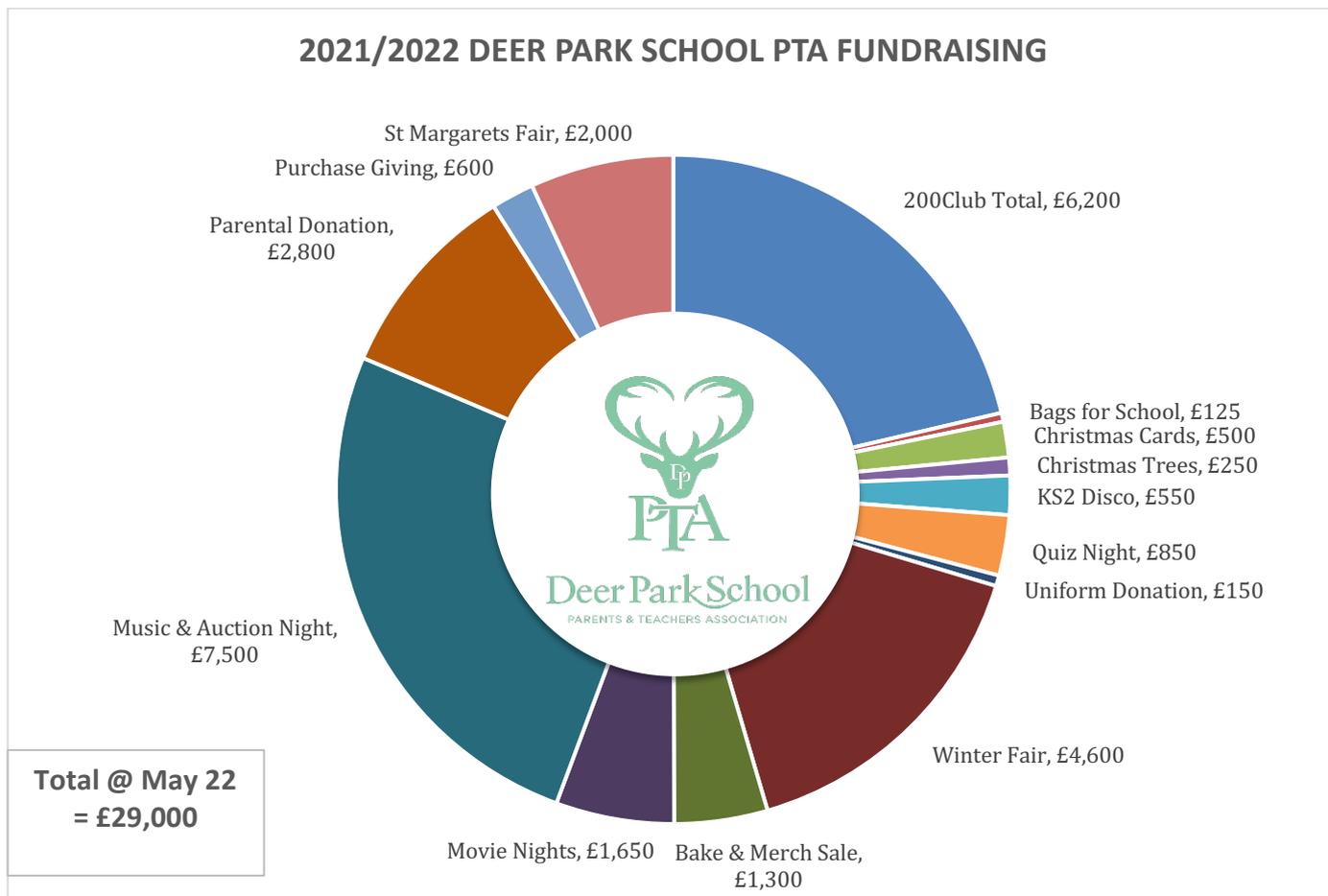
Current PTA Committee (AGM held in Autumn Term 2021)

At the last PTA AGM held in October 2021 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! All members of the PTA can be contacted via the school office on info@deerparkschool.org.uk

Co-Chair (& Secretary)	Darcy Lawler
Co-Chair (& Secretary)	Maia Rushby
Treasurer	Matt Howard
Secretary	Vacant
Ordinary Member - Merchandise	Cathryn Kielczyk
Ordinary Member – 200 Club	Steph Evans
Ordinary Member - Events	Melanie Cunnell-Mitchell
Ordinary Member – Events	Bejou Baile de Laperriere
Ordinary Member - Events	Naomi Samuel
Ordinary Member – St Margaret’s Fair	Amanda Ratnarajah

Fundraising.

Since September 2021 in this academic year, we have raised nearly £30,000 for the school from a wide variety of activities and events.



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!

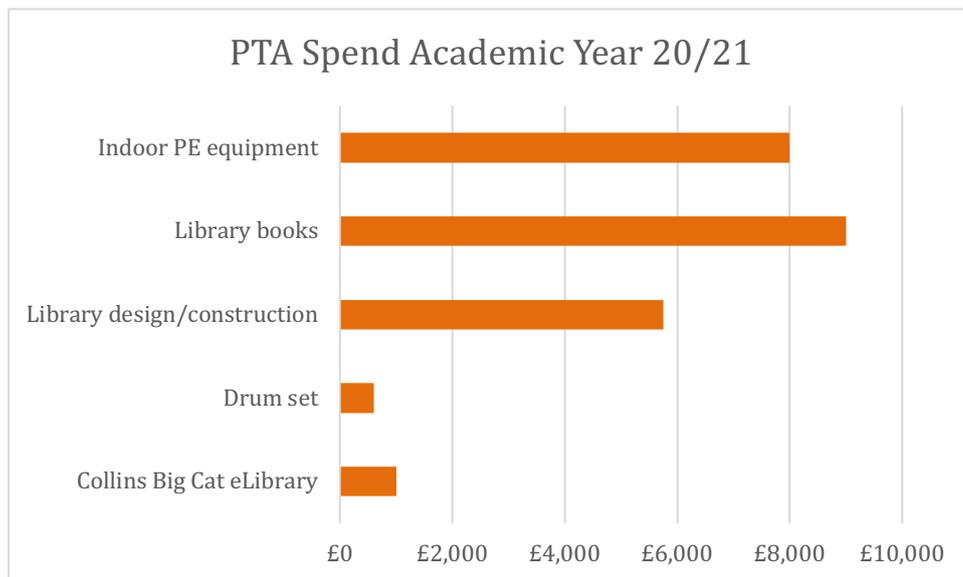


The PTA are now funding the refurbishment of the STEAM room (Science, Technology, Engineering, Architecture and Maths), which has provided the opportunity for the School Council which is an elected group of Y6 children to be actively involved in the concept and design phase of a real project guided expertly by parent volunteers.

We also made a donation to the Red Cross DEC (Disasters Emergency Committee) for the humanitarian crisis in the Ukraine to support everyone affected by the current unrest.

We're also looking to invest in more musical equipment so that all students will have access to music in their classroom. We've also considering how to contribute to sport in the school, the School Council requested money for playground activities which is an area that we are keen to support further.

(These are the figures for last academic year as we're in the process of spending this years funds!)



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://www.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://www.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 6/4/2015) 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.



Deer Park School
PARENTS & TEACHERS ASSOCIATION

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 this year to date has raised nearly £6,000 for important school projects, like refurbishing the STEAM room (Science, Technology, Engineering, Architecture and Maths) and staging for performances. 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 example, in April 2022 the first prize was £135 and the second prize was £65. This may alter through the year as people join or leave.

If you want to join, please do the following by **September 20th 2022**:

Want to sign up?

STEP 1 :

Email us 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.

ORcomplete 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

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, 19th August 2023.**

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 20th September 2022**

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 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 2023 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 200 Club.)

Email Address

Contact Number

Pupil Name