



**Welcome to your PTA**

**A booklet for parents**

**July 2024**



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## **Welcome to William Penn School**

This booklet has been written by our Parent Teacher Association (PTA) especially for you, as a family within our school community. This booklet aims to introduce you to our PTA, which is a major part of our school-life.

If, after having read it (and we apologise for the length, but there is so much to tell you), you have any questions, please do get in touch via the PTA's email ([williampennPTA@outlook.com](mailto:williampennPTA@outlook.com)) or through the school office.

## **Why do we have a PTA?**

The PTA was re-established recently, after a period of inactivity. Over the years, the school PTA has been an integral part of the school community and through PTA fundraising, thousands of pounds have been donated to the school to improve resources that enhance our children's education.

But our PTA is about much, much more than just fundraising; the PTA also 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.

Parents and carers of children within the school are automatically members of the PTA. Members of this school community can get involved in the PTA committee as much as they want to, even if they only have a small amount of time available.

## **Why are we a Registered Charity?**

The Charities Act 1993 requires organisations with an annual income in excess of £5,000 to register with the Charity Commission. In the past, the charity was regularly exceeding this level of income, and we hope we will be again soon as the PTA continues to grow.

As a Registered Charity, we must abide by Charity Commission rules and regulations, and we are bound by a constitution. Our constitution sets out rules about how we operate as a PTA charity, and how we conduct ourselves. A full copy is available on the school website.

Being a Registered Charity gives us many extra benefits including:

- We can raise funds more easily from grant-giving trusts, local businesses, etc;
- We can take advantage of charity matched giving schemes.

## **Role of the Committee**

Our PTA committee consists of three Officers (Chair, Treasurer and Secretary) and other 'ordinary committee members'. Being a member of the committee also includes the responsibility of being trustees of the charity.

The committee meet on a regular basis (usually monthly) during term time, with smaller working



groups meeting to organise larger, more complicated events (the annual Summer Fair, for example), as necessary.

In 2024/2025, we plan to hold the majority of monthly meetings online in the evenings (8pm), making it easier for people to be able to take an active role in the PTA. There will be four in person meetings a year which will be held at the school at the end of the day. If you attend an in-person PTA meetings or the Annual General Meeting (AGM), your children can be looked after in Friends Club.

More information on the committee members' roles can be found in the PTA section of the school's website. Link: [William Penn Primary School - PTA Welcome](#)

We are losing our fantastic Secretary and Treasurer this summer, so the PTA are very keen to hear from anyone that is interested in taking up either of these roles next year. If you are interested in joining the PTA committee (in a specific role or as an ordinary committee member, please email [williampennPTA@outlook.com](mailto:williampennPTA@outlook.com).

## **Annual General Meeting (AGM)**

Our AGM is held at the beginning of the academic year and this is an opportunity for all parents to come along and hear in more detail about events run, funds raised and how the money has been, or is planning to be, spent. There will be a suggestion box for fundraising ideas. It is also when we elect our new committee by voting in members.

The next AGM will be in school on *Thursday 19th September at 3.30pm*.

## **Class Representatives**

The PTA has Class Representatives, who undertake an important role by providing a link between individual classes, parents and the PTA committee.

A list of Class Representatives will be sent out each year after the AGM. If you are interested in joining the committee, or acting as a class representative, please do not hesitate to email the PTA before the next AGM ([williampennPTA@outlook.com](mailto:williampennPTA@outlook.com)).

## **Support from Parentkind**

Our PTA is a member of Parentkind, which is the national charity that advances education and supports PTAs. We pay an annual membership fee to Parentkind which gives us lots of member benefits including subscription linked insurance cover, support and advice on running a PTA, fundraising matters, regular newsletters and an extensive list of PTA information and resources.

## **How we raise money**

### *Events*

Like most PTAs, the majority of our funds are raised through the events that we run. Our two most popular events are the Easter event and the Summer Fair.



### *Automated online donations*

We are also registered with EasyFundraising and Shop&Give, enabling parents, their families and friends to make donations to the school whilst shopping online. This provides significant income to the PTA at no cost to those shopping (details of how to register are within the PTA section of the school's website).

### *Terracycle*

The PTA also benefits from the Terracycle recycling programme, managed by Sussex Green Living. This is a programme sponsored by brands and retailers which takes items that aren't typically accepted by local authority's kerbside collections. The PTA receives money based on the weight of the waste collected at the school.

Each week, classes compete to be awarded the school's recycling champions based on the amount they collectively bring in, so please remember to bring in your eligible rubbish!

This year, the PTA received £400 from the fantastic amount of items we collected at the school.

A list of all items that can currently be accepted as part of the scheme are listed in a printable one-page document at the end of this pack. It would look lovely on your fridge...

## **How we spend the money we raise**

Our constitution commits the PTA to spending money on things that will advance the education of pupils in the school. We always endeavour to ensure that spending is balanced for the benefit of **all** our children across the school. Decisions about how to spend the money are made at our PTA meetings by the members of the committee. .

The school will usually have a "shopping list" of items that the school would like the PTA to fund. Requests come from the children themselves, via the School Council or upon school/parent recommendations for resources to improve a particular area of the curriculum or school environment. For the most part, the PTA funds are used for "extras" not provided by the school budget, activities and resources that make our children's learning experience so much more fulfilling and exciting.

Example of things the PTA funded this year, include:

- The school's entry into the Horsham Children's parade
- New phonics books for KS1
- Music lessons for KS2
- A STEM workshop day for the whole school

## **How we get information to you**

PTA updates are provided within the school newsletters or as messages within the MyChildAtSchool app. Minutes of PTA meetings are also uploaded to the PTA section of the school's website.



## How can you get involved?

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

- Offering to help in the run-up or during PTA events or at other times during the year is so valuable - it really is a case of 'many hands make light work'. It doesn't matter if you can't help on a regular basis, or even if you can't come into school. We really couldn't achieve what we do without the unseen help that exists in school.
- Volunteering on the PTA committee (or you can simply support by attending the AGM or give us your ideas for fundraising events - this is also the time to ask questions or voice your opinion).
- Providing the PTA with any contacts or skills we could use.



## School recycling scheme - Items that are accepted

Here are a list of all the items that can be accepted by the school's Terracycle recycling scheme:

### Laundry and cleaning

- All brands of tinted plastic fabric conditioner bottles and caps
- All brands of plastic air freshener containers, cartridge caps and car air fresheners
- All brands of flexible plastic and rigid wipes packaging used for home cleaning. (Not baby wipes)
- All brands of flexible plastic laundry and dishwasher tablet packaging
- All brands of flexible plastic dishwasher salt bags
- All brands of plastic dishwasher cleaner outer packaging
- All brands of flexible plastic cleaning product refill pouches
- Lenor tumble dryer sheets

### Beauty packaging

- All brands of eye shadow
- All brands of flexible plastic tubes used for body creams, ointments or moisturisers
- All brands of flexible plastic packaging used for facial cleansing wipes (not baby wipes)
- All brands of mascara tubes and wands
- All brands of lipsticks, lip glosses and lip balms
- All brands of lip and cheek highlighter and bronzer sticks

### Cheese packaging

- All brands of plastic cheese wrappers & pouches (not cheese tubes or individual slice wrappings) (**Babybel**)
- All packaging used with Babybel branded cheese. (labels, net bags, metal clasp, wrappers & wax) - Not supermarket own brand versions

### Crisps, nuts, pretzels & popcorn packets

- All brands of individual or multi-pack packaging  
**PLEASE DO NOT BRING NUT PACKETS INTO SCHOOL. YOU CAN DEPOSIT THEM DIRECTLY INTO THE RECYCLING BIN BEHIND THE FENCE PANEL TO THE LEFT OF THE SCHOOL GATES**

### Cleaning gloves

- All brands of disposable polyethylene / latex / and vinyl gloves (not the cardboard packaging)  
Marigold branded gloves and their packaging.

### Biscuit, cracker and bakery wrappers

- All brands of flexible biscuit wrappers
- All brands of flexible cracker wrappers
- All brands of flexible cake wrappers
- All brands of plastic bread bags and closure ties
- All brands of bakery plastic packaging e.g. plastic trays, zipper bags, plastic packs
- Warburtons wax wrap bread bags

### Flexible Coffee and Tea packets

- All brands of flexible plastic coffee pouches (beans / ground / instant)
- All brands of large flexible plastic bags of tea bags

### Dental products

- All brands of manual toothbrushes
- All brands of electric toothbrush heads and covers
- All brands of electric flossing heads and covers
- All brands of flossing sticks and brushes
- All brands of dental floss containers

### Writing instruments

- All brands of plastic pens, felt tips, markers, mechanical pencils, highlighters, correction instruments (bottles, tapes and pens)

### Rigid food storage containers and bottles

- All brands of rigid plastic food storage and lids (ridged like the Tupperware types, not the more flexible plastic takeaway ones)
- All brands of rigid plastic water bottles (like the ones the children take to school, not the flexible water of soft drinks bottles)

### Pringle tubes

- (no other brands)

### Ferrero Rocher

- All Ferrero Rocher foil and plastic packaging (no other brands & no paper or cardboard)

### Aqua Optima water filters

- (no other brands)