



10.06.22

Dear Parents

I am writing on behalf of our school and our Home School Association (HSA) with regards to recruiting new members for September. This year has seen a slight increase in the number of parent representatives, which is great, but we do need more of you to help to grow the support network.

The primary role of the HSA is to have parental and school representation to help with decision making, feedback on school priorities and to help raise funds for the children. Ideally, I would like every class to be represented by at least 2 parents to ensure we are including all ages of our school in planning and decision making.

### **Meetings**

We meet as a group once every half term (every 6 weeks) which totals 6 meetings across the year.

The meetings last no longer than an hour and this year, have taken place online due to the previous covid restrictions. In September, our meetings will return to face to face in school. Normally, we meet on Wednesday evenings, starting at 6:30pm. I understand that you may not be able to attend all meetings due to work or family commitments and this is completely understandable.

### **Events**

We look to plan events across all half terms of the school year to help raise much needed funds to spend on resources for the children. Our school budget is understandably tight, so any additional money we raise is a bonus and helps us to provide extras for our children. Typical events include disco, movie night, non-uniform days, second hand uniform sale, summer fair etc.....We are always looking for new ideas and anything can be considered.

At the end of this letter, I have included details of what is required to enable these events to go ahead. I hope that you will see it is more than manageable for a small group of parents to take the lead on, also supported by us here at school. If, as a volunteer, you could take responsibility for just one of these events, that would be fantastic. We have enough parents across our school to share the load of these events meaning that it would only need a small amount of your time.

### **Committee**

Like any association, we have a committee that take on roles within the organisation. These roles are listed in the constitution and need to be in place to make sure that all aspects of the committee are covered.

<b>Role</b>	<b>Responsibilities</b>
Chair	Oversee the committee and lead the half termly meetings Construct meeting agendas in advance of meetings Liaise with all other members of the committee
Secretary	Take formal minutes of every meeting and then circulate to all members of the association, including the school website
Treasurer	Oversee the HSA funds and bank account. Track any income and expenditure and report the current position in each half termly meeting
Communication Officer	Responsible for any letters or detail that is communicated to our school community. Link to local press and invite them to school events when appropriate.
Procurement Officer	Investigate prices and availability of resources that are to be purchased for the school. This may include any items needed for school events.

## September

I am sending this information out now in preparation for September when I will be looking for names and details of those parents that can support us in some way, however small.

Please consider if you can support the HSA in some way and I look forward to welcoming you to our meetings in the new academic year.

### Organisation of events

#### Disco Organiser

##### What the role involves:

- **2 weeks before** – send out letters to all parents with reply slip and ask for help on the night
- Check hot dogs, juice, napkins, cups
- Put up parent helper signup sheet
- **1 week before** – photocopy fire list (see Mrs Ponting) and tick off all the children who have replied
- Add a few numbers to this figure and order rolls, juice, cheese, hot dogs and sauce from Iceland to be delivered to school on the morning of the disco
- Ensure that the Treasurer can sort out a float for the event
- **On the Day** - Add any last-minute replies to the list and give a list of KS1 replies to After School club
- Enjoy seeing all the happy children's faces

##### Salary:

Happy children at the disco and afterwards when we have the money for new equipment.

Happy teachers

Happy treasurer

Warm fuzzy feeling

#### Movie Night Organiser

##### What the role involves:

- **2 weeks before** – send out letters to all parents with reply slip and ask for help on the night
- Check juice, cups
- Put up parent helper signup sheet
- Check we have/have access to the chosen movies
- **1 week before** – photocopy fire list (see Mrs Ponting) and tick off all the children who have replied
- Add a few numbers to this figure and buy the big tubs of popcorn (1 tub makes around 10 bags of popcorn)
- Ensure that the Treasurer can sort out a float for the event
- **The day before** – bag up popcorn for each child attending (plus a few extras)
- **On the Day** - Add any last-minute replies to the list and give a list of KS1 replies to After School club
- Enjoy seeing all the happy children's faces

##### Salary:

Happy children at movie night and afterwards when we have the money for new equipment.

Happy teachers

Happy treasurer

Warm fuzzy feeling

## **Second Hand Uniform Organiser**

### **What the role involves:**

- Receiving donations of uniform
- Washing them if necessary
- **2 weeks before** – send out letter to parents giving the information about the sale and asking for donations
- Organise float with Treasurer
- Ensure there are price list signs for the sale
- **On the day** – use the clothes rail and/or tables from the hall
- Give the money to Mrs Ponting to put in the safe for the Treasurer to collect

### **Salary:**

- Happy parents at the sale and afterwards when we have the money for new equipment.
- Happy teachers
- Happy treasurer
- Warm fuzzy feeling

## **Summer Fair**

### **What the role involves:**

- Order small toys (like party bag toys) from Baker Ross for the lucky dip and selling
- Order mini bags of Haribo as prizes
- Liaise with Mrs Gregory about any help with stalls for year 6
- Book bouncy castle
- Ensure coconuts are ordered/order coconuts from Lucas Bros
- **3 weeks before** – send letter to parents asking for donations of plates, books, toys and bottles and help on the day
- Organise floats for each stall with the Treasurer
- Allocate helpers to the stalls
- Check hot dogs, juice and cups
- **1 week before** – order burgers, hot dogs, rolls, crisps, sauce, juice, vege burgers, cheese
- **On the day** – set up stalls and enjoy

### **Salary:**

- Happy parents and children on the day and afterwards when we have the money for new equipment
- Happy teachers
- Happy treasurer
- Warm fuzzy feeling

## **Leavers' Hoodies**

### **What the role involves:**

- Between Easter and Half Term - Send out letters to parents with order form
- Collect replies
- Get list of Year 6 pupils from Mrs Ponting
- Order hoodies from Banana Moon

### **Salary:**

- Very happy Year 6 children!

## **Christmas Gifts**

### **What the role involves:**

- Send email to all teachers to ask what Christmas gift they would like for their class (up to £50)
- Order the gifts
- Deliver them to school

### **Salary:**

- Happy teachers
- Happy children