



## **Park Junior School Parents Teachers Association**

**Welcome to our school.**

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

We are fortunate at our school to have a PTA that is and always has been an integral part of the school community. In its time the PTA has raised thousands of pounds, which have been spent on equipment and resources to enhance our children's educational experience and the school's facilities.

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 helpers!! Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our PTA has always succeeded in its efforts.

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

The Park Junior School PTA is extremely conscious of the ethos of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run as fundraisers.

The PTA assists financially with school experience in many ways,

### **From the Governing Body**

The PTA is an essential part of our school. All parents and carers are members and everyone's contribution is highly valued. The work of the PTA underpins the whole school. Financial support enables us to create a richer learning environment for our children e.g. the investment in iPads, the library, the school grounds and play equipment. These could never have been installed so quickly without the incredible support of our PTA. Numerous curriculum resources have been provided which children throughout the school are able to enjoy. The wide variety of social functions allow us all to get to know one another in a more relaxed setting. The children see their parents and the school staff working together for their benefit. They appreciate this united effort and it adds to their feeling of security. Our school would not be the vibrant, nurturing and welcoming learning environment it is without the enthusiasm, commitment and hard work of our PTA. The Governing Body and everyone at Park Junior School hugely value your support.

### **Links with local businesses**

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. Many of our local businesses and shops are very generous, providing donations for raffle prizes, auction items etc. and some have taken part in our Christmas and summer fairs.

### **Role of the Committee**

Our PTA committee consists of three Officers: Chair, Treasurer and Secretary. This is a minimum requirement for a charity however there are further committee members and observers who make up the full committee.

The Committee meet on a regular basis, usually once per term, with smaller working groups meeting as necessary when we are planning larger events.

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

Our Annual General Meeting is held at the beginning 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.

### **Support from Parentkind (formerly PTA UK)**

Our PTA is a member of Parentkind, which is a national charity and membership organisation. We pay an annual membership fee to the PTAUK which gives us lots of member benefits including comprehensive insurance cover for all PTA run events, support and advice on running the PTA plus fundraising ideas and good practice hints and tips.

### **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:

- Christmas Fair
- Summer Fair
- Discos
- Film Nights.

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.

### **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, Mr Gasser our Head teacher will have a consultation with the children and staff to discuss items that the school would like the PTA to consider funding.

At other times it will be for resources to improve a particular area of the curriculum or school environment. 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.

We always endeavour to spend our funds in ways that will benefit all our children across all areas of the school and curriculum.

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.

Of course, there will be times when we may have to fundraise for larger projects in the future.

### **How you can get involved**

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

Offering to help before 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.

You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us.

And finally, we are always extremely grateful to receive donations as mentioned before.

## **Safeguarding and volunteer checks**

PTAs have a duty of care to consider the safety and well-being of children and vulnerable adults and to make sure this is considered when risk assessing an event.

### Who can be checked?

Not all people who have contact with children are required to have a DBS check. It will depend on:

- how often they have contact with children and
- whether that contact is considered regulated activity.

### What is NOT considered regulated activity?

Most activities carried out by a PTA volunteer cannot be considered regulated activity because they are not unsupervised, and are not carried out on a regular basis.

Examples of PTA activities that are not regulated could be:

- Helping at a school disco two or three times a year
- Helping at a film night
- Helping at a school fair

### What is considered a regulated activity?

Regulated activity relating to children comprises only:

1. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children
2. Work for a limited range of establishments ('specified places'), with opportunity for contact, for example: schools, children's homes, childcare premises. Not work by supervised volunteers.
3. Relevant personal care, for example: washing or dressing; or health care by or supervised by a professional
4. Registered child-minding; and foster-carers.

Work under category 1 or 2 is a regulated activity only if conducted on a regular basis, which is generally defined as 'carried out by the same person once a week or more, or on 4 or more days in any 30-day period. It also includes any activity undertaken overnight (regardless of how often this occurs)'.

Examples of PTA activities that are regulated activities could be:

- running a weekly after school club, unsupervised
- listening to children reading in school on a weekly basis, unsupervised.

## **Members' Code of Conduct**

A safe community is obtained not only through the use of written rules and consequences but is derived from a nurturing atmosphere in which all individuals are treated with respect and compassion. Our school community consists of staff, children and parents learning together in an environment in which each person feels safe, valued, respected and stimulated.

This guide should be viewed as a means to strengthen our community of learners. It describes the basic expectations for behaviour, as well as the rules and consequences at PTA sponsored activities.

The guide begins with the Members' Rights and Responsibilities, followed by School Rules and Guidelines for Behaviour at PTA Functions. Throughout this document the word "members" refers to the children, staff and parents within our school community.

## **Members' Rights and Responsibilities**

- Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.
- Members have the right to be themselves. They have the responsibility to treat each other with fairness, courtesy and respect, because each is different from the other and each is special.
- Members have the right to be safe physically and emotionally. They have the responsibility to maintain the safety of others.
- Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
- Members have the right to communicate together. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member.

- Members have the right to expect that their personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members' property and their own personal belongings.
- Members have the right to learn about themselves. They may express their feelings and opinions appropriately without being interrupted. They have the responsibility to respect the feelings and opinions of others.

### **Supervision of children at PTA events held at Park Junior School**

- 1 The PTA will be responsible for the organisation and management of the event.
- 2 Should an incident arise involving the welfare of a child or children it will be referred to a member of the school's teaching staff to deal with according to school policies.
- 3 For every event held on school premises involving school pupils there must be in attendance a member of the school's teaching staff who has agreed to deal with any incident involving the welfare of children.
- 4 If there is no member of staff available to attend then the event cannot go ahead.

### **School Rules and Guidelines for Behaviour at PTA Functions**

The children will:

- Uphold the School Rules and Values
- Keep hands, feet and other objects to themselves.
- Show respect for all adults and other pupils by their words and actions, and listen carefully to directions when they are given.
- Respect school and personal property.
- Refrain from name calling, swearing at or teasing others.
- Not engage in activities that may injure others whether intentional or unintentional.
- Whenever a pupil violates any of the above listed rules at PTA sponsored functions, he/she becomes subject to correction.

### **Adult Responsibilities:**

- It is the right and responsibility of an adult attending a PTA function to correct, or to report to the event coordinator or responsible teaching staff member, any misbehaviour by any pupil or parent that occurs at that specific PTA event.
- Parents/legal guardians attending PTA sponsored functions with their children are expected to assume responsibility for their children's and their own behaviour and safety.
- Parents/legal guardians unable to accompany their children to PTA sponsored functions are expected to designate or identify an adult who will be present and who will assume responsibility for their children's behaviour and safety. In the case of a school disco or film night for example, those present representing the PTA will assume this responsibility.
- The corrective action taken by the adult may range from simple verbal reprimand to suggesting the pupil be excluded from attending future PTA sponsored functions.

### **Consequences:**

- For the first offence occurring at a particular PTA event, the adult may verbally reprimand the child. It is suggested at this time the adult also reviews the code of conduct with the child.
- In the event of a second offence at the same event, the child may be removed from the situation and the event organiser or responsible teaching staff member will speak to the child.
- For a third offence at the same event, the parent/legal guardian is notified to remove the child from the event.
- Severe bad behaviour will result in immediately contacting the child's parent/legal guardian. The parent/legal guardian will be expected to remove the child from the event.

**Severe Behaviour:**

- Wilfully endangering yourself or others.
- Wilfully destroying property.
- Wilful disobedience of adults attending PTA functions.
- Engaging in abusive language or behaviour.

**Events held within School grounds – Safety and Risk Assessment**

The trim trail, is considered an area of increased risk and should be monitored when in use and so for all PTA events these items are out of bounds and are NOT covered by the PTA Insurance or schools. Any child using this equipment will do so at their own risk and could be asked to leave.

**From the Head**

“I am totally overwhelmed by the support and dedication of the PTA. PTA activities not only provide us with exciting social events, but also raise funds which help to give the children such an enjoyable education, through new resources. The PTA’s contribution to the school community provides a collective of professional skills, innovation and new ideas, creativity and collaborative working practices. Our PTA has achieved so much, and I look forward to continuing this valuable partnership in the coming years.”

**Head Teacher Mr Gasser**

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**