



St Anne's C.E. School

208 St Ann's Hill London SW18 2RU
Tel: 020 8874 1863 Fax: 020 8875 0617

Email: admin@st-annes.wandsworth.sch.uk
Website: www.st-annes.wandsworth.sch.uk

July 2019

PTA Policies and Procedures

Introduction

Welcome to our school. This policy and procedure has been compiled by the PTA for its members, active members of the committee and Trustees. It gives more in-depth explanation about the PTA, safety and procedural policies which are required for Charity organisations. If you have any questions that remain unanswered, please contact one of the committee members (Treasurer or Secretary) via the school office or speak to a member of school staff.

Why do we have a PTA?

We are working very hard to establish our new PTA as an integral part of the school community for many years to come and we will be encouraging all parents to get involved, and each class will have a nominated PTA ambassador who will help maintain the smooth flow of information about events and fund raising activities between the school and parents.

Our new PTA is about much more than simply fundraising. The new PTA will 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.

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 St Anne's CE Primary School PTA when their child joins our school.

The St Anne's CE Primary School PTA is extremely conscious of the ethos and diversity of our school, and we will try very hard when organising and planning events to respect this. Not all of our events are going to be run as fundraisers. The PTA will financially assist events aiming to giving the children extra learning opportunities and a good time on the school grounds.



Headteacher: Lesley Steward Deputy Head: Alyce Andrews School Business Manager: Joyce Greaves
Coming together as a Family of God



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Role of the Committee

Our PTA committee will consist of three Officers: Chair, Treasurer and Secretary all of whom are trustees as well as 4 other members. Once the inaugural AGM has taken place we will organise PTA members into dedicated team to lead some of the events.

The Committee will meet on a regular basis usually once per term, with smaller working groups meeting as necessary when we are planning larger events. Our constitution will be available to view on our PTA page on the school website in due course.

Annual General Meeting (AGM)

Our Inaugural Annual General Meeting will take place in the autumn term and provides an opportunity for all parents to come along and hear in more detail about the work of the PTA, share ideas for events that we can run and the initiatives already started and the funds we have raised.

The date of the inaugural AGM will be published nearer the time.

How we plan to spend the money we raise

Following a fundraising event the money will be banked straight away. It is at our PTA Trustee meetings, that the decisions on how to spend the money will be agreed.

Usually, our Headteacher; Mrs Steward 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 will be 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 will 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 will likely be 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 a large project in the future.





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How we will get information to you

- All PTA letters will be sent via ParentMail email with hard copies available for those not on the internet. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events.
- PTA events will be posted on the PTA page of the school website.
- Text messages via the school systems.
- Social Media (Facebook, Instagram, Twitter tbc)

Kind regards

St Anne's CE Primary School PTA



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