

ASSA

All Saints School Association

All Saints Primary School's Parents and Teachers (PTA) Organisation



Key Information For New Parents

Charity No: 1088665

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Introduction

Welcome to our school.

This booklet has been compiled by ASSA (All Saints School Association) 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 or your class teacher.

Why do we have a PTA?

We are fortunate at our school to have ASSA that is and has been an integral part of the school community for over 30 years. In its time ASSA has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities. We also fund the majority of the ongoing maintenance of the swimming pool.

ASSA is about much more than simply fundraising. It 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 helpers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, ASSA 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 ASSA when their child joins our school.

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 one of the Committee members.

Being a registered charity enables ASSA 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

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 shops are very generous providing donations for raffle prizes, auction items etc.

Role of the Committee

The ASSA committee consists of three Officers: Chair, Treasurer and Secretary and a school representative. We also need a maximum of 11 ordinary committee members to make up the full committee.

The Committee meets on a regular basis usually twice 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 officers & committee members.

A list of current ASSA committee members, is at the back of this booklet. Updated lists are sent out each year after the AGM. If you are interested in joining the committee, please do not hesitate to talk to a member of the Committee.

Support from NCPTA (National Confederation of Parent Teacher Associations)

ASSA is a member of the NCPTA, which is a national charity and membership organisation providing support and guidance for all home school associations in England, Wales and Northern Ireland. Our association is one of over 13,000 members in current membership of the NCPTA. We pay an annual membership fee to the NCPTA 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. NCPTA also provides us with the opportunity to meet and communicate with other PTAs to discuss and share experiences. We receive termly publications, which are displayed on the *PTA* notice board and we receive guidance to ensure our events are legal and safe. In addition, we have a valuable resource at our fingertips.

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:

Afterschool Cafes	Summer Fayres
Christmas Fayre	Halloween Discos
Easter Egg Hunt	Christmas Parties

Sales of Goods – Recipe books, Calendars, Tea-towels, Christmas Cards to name a few

So you can see there is always something going on. We always try and respond to the children's requests; it is great to see them having fun at the events or enjoying using a piece of new equipment that ASSA 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 and 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.

Gift Aid

In the past Gift Aid has boosted our funds considerably. It is tax claimed back from the Inland Revenue from donations made to us out of your earned income.

If you are a UK tax payer, we are able to claim 28p in every pound that you donate. The procedure for this is very simple. We ask our parents to sign the declaration form enclosed (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 enclosed in this booklet. If both parents are taxpayers, please request another Gift Aid form from our 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.

How we spend the money we raise

Following a fundraising event the money is banked straight away. It is at our ASSA Committee meetings, that the decisions on how to spend the money are agreed.

Usually, the school will have a 'wish list' of items that the school would like ASSA to consider funding. Sometimes this will be as a result of the children asking for something, as per the Adventure Playground.

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

ASSA 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 always endeavour to spend our funds in ways that will benefit all our children across all areas of the school and curriculum. Many of the resources purchased have a direct link to the School Development Plan.

How we get information to you

All ASSA letters are sent home via your children book bags. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events. Following an ASSA event, we always write to let you know how much was raised, and if we can, we tell you what the money will be spent on.

How you can get involved

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

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 can not 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.

If you would like to be more involved you can volunteer to be a 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 ASSA means to our school

Because ASSA involves the whole school community we thought you would like to know what others think about it.

From the Governing Body

"ASSA is an essential part of our school. All parents and carers are members and everyone's contribution is highly valued. The work of ASSA underpins the whole school. Financial support enables us to create a richer learning environment for our children. 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 lively and welcoming learning environment it is without the enthusiasm, commitment and hard work of ASSA. All of us in school are very grateful to them." **Governors – Mr James Smyth**

From the children

"ASSA organise all of our Christmas and Easter Parties which are always great fun"

Year 6 Pupil

"I especially love the summer fairs – there are always great stalls and fab prizes to win"

Year 5 Pupil

"I like the Easter egg decorating competition. Once I won a giant chocolate egg!"

Year 3 Pupil

And last, but by no means least, **Our Headteacher, Mr Nigel Roberts**

"I am totally overwhelmed by the support and dedication of ASSA. Their 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. ASSA's contribution to the school community provides a

*collective of professional skills, innovation and new ideas, creativity and collaborative working practices They have achieved so much, and I look forward to continuing this valuable partnership in the coming years.” 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.*

From all the ASSA Committee

Gift Aid Declaration

Name of Charity: **All Saints School Association**

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 (a)
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 6/4/2000) **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 28p for each £1
you give).**

Date:/...../.....

*delete as appropriate

Signature.....

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 web site.
5. Please notify the charity if you change your name or address.

