

Welcome to Your PTFA –Information for New Parents

Introduction

A warm welcome to our school.

This booklet has been written by our PTFA especially for you, as a new member within our school community. This booklet aims to set out all the information you will need about our Parent Teacher and Friends Association which is a major part of our school life.

If after having read it you have any questions, please do get in touch with one of the PTFA committee members or the school office.

Why Do We Have A PTFA?

We are very fortunate at our school to have a PTFA that is and has been such an integral part of the school community. In its time the PTFA has raised thousands of pounds, which have been spent on improving equipment and resources to enhance our children's education and the facilities in school in general.

But our PTFA is about more than just fundraising. The PTFA 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.

All parents and members of the school community can get involved if they want to, even if they only have a small amount of time available, and all parents are automatically members of the MVCPTFA when their children join our school.

Why Are We A Registered Charity

The Charities Act 1993 requires organisations such as ours with an annual income in excess of £1,000 to register with the Charity Commission.

Being a Registered Charity gives us many extra benefits:

- We can apply for Gift Aid, which can earn us an extra 28.2p in every pound donated to the PTFA, out of earned income;
- We can raise funds more easily from grant giving trusts, local businesses etc.

Links with Local Business

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. Several of our local businesses generously donate raffle prizes for our Christmas Fayre and other events.

Role of the Committee

Our PTFA committee consists of 3 Officers (Chair, Treasurer and Secretary). We also have between 3 and 6 other ordinary committee members to make up the full committee. The Committee meet on a regular basis usually once each half term.

Annual General Meeting (AGM)

Our Annual General Meeting 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 spent. It is also the occasion when we elect our new committee.

A list of current PTA committee members is at the back of this booklet for your information. Updated lists are sent out each year after the AGM. If you are interested in joining the committee then we would be delighted to meet you. Please do not hesitate to talk to the Chair.

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 and Easter Fairs, Quiz Nights, Car Boot Sales, Auction of Promises and Murder Mystery Evenings.

We have signed up with The Giving Machine (www.thegivingmachine.co.uk) which generates donations to MVCPTFA each time you shop online via the site with well known companies (Amazon, Game, John Lewis, Marks and Spencer, British Airways to name just a few) at **NO** extra cost to you.

We are fortunate however to have other opportunities open to us to raise money. Donations are extremely important. These can be time, money, items for sale, donations for raffles or offers of services and skills.

Gift Aid

The ability to claim Gift Aid will boost 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 28.2p in every pound that you donate to our PTA. The procedure for this is very simple. We ask our parents to sign the enclosed declaration form (this only has to be done once whilst you

are at school) to confirm their employment. The declaration can be cancelled at any time. Following this, every time the signatory supports the child with a cash/cheque donation or if a sponsored event is supported, the PTFA can claim the Gift Aid on the 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 Inland Revenue from your completed forms.

Please do sign the declaration form at the back of this booklet if you are able. If both parents are taxpayers, please request another gift aid form from our PTFA Treasurer or copy the one you have. As a PTFA 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

Decisions are made at PTFA Committee Meetings on how to spend the money we raise.

Usually, Mrs Elaine Stephenson (our Head teacher) will have a 'shopping list' of items that the school would like to purchase. These could be for resources to improve a particular area of the curriculum or school environment. Normally the PTA funds are for the 'extras' not provided by the school budget.

PTA funds are not generally spent on improving the fabric of the school building as this is the responsibility of the school Governing Body

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. In 2008-2009

- We part funded the cost of the MVC minibus repairs in order to keep these valuable resources on the road. £1500
- We provided river fieldwork equipment for the Geography Department. £300
- We provided blinds for the Graphics Department. £1205
- We provided blackout curtains for the English Department. £1220

We also financially support the School shop.

How We Get Information to You

PTFA news is included in the fortnightly news bulletin or on the school website. Information will include forthcoming events and dates plus requests for assistance, when we are planning large events. Following a PTFA event, we let you know how much was raised, and if we can, we tell you what the money will be spent on.

How Can You Get Involved

There are lots of ways you can help and support your child through the PTFA. Offering to help before 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.

You can of course 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.

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. For example £5 would purchase tea/coffee at an event, £25 would purchase a bar licence for an event or £50 for our lottery licence.

Our Head teacher, Mrs Elaine Stephenson

“As a member of the team I am delighted by the support and dedication of the PTFA. PTFA 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.

Our PTFA has 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 brochure. We hope you now know a little more about **your** Parent Teacher and Friends Association.

From all the PTFA Committee

PTA Chairperson

List of Current Committee Members:

Chairperson: Alwyn Whittaker 01223 871162

Treasurer: Sheelagh Ellis 01763 223400 (MVCPTFA)

Secretary: Jackie Dean 01763 223400 (MVCPTFA)

Gift Aid Declaration Form

Dear Supporter

Please take a moment to fill in this form, by doing so you will increase your donation to Melbourn Village College PTFA by over 28%. We can claim the tax back you have paid on this donation from the Inland Revenue

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)

* Please tick as appropriate

Name	
Address	
Postcode	Date
Signature	
*I enclose a donation of £..... as a Gift Aid donation	<input type="checkbox"/>
*I would like Melbourn Village College PTFA to claim back the tax on all my donations from 6th April 2009, until further notice	<input type="checkbox"/>

*I am a UK tax payer

1. You can cancel this Declaration at any time by notifying the MVCPTFA.
2. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
3. Please notify the MVCPTFA if you change your name or address.

Please return this completed form and, if appropriate, cheque to;
Melbourn Village College PTFA Treasurer, The Moor, Melbourn, Royston,
Hertfordshire SG8 6EF

Thank you for supporting Melbourn Village College PTFA

Melbourn Village College PTFA registered charity number 1126859

New Parents' Questionnaire

MVCPTFA would like to welcome you and your children to the school. The PTA does its best to provide events that the whole school community will really enjoy, as well as raising much needed funds for the school. Of course, all this will enhance the education and experience your child has at school, whether by providing computers, sports equipment, assisting with school trips, or refurbishing the school grounds. The PTFA Committee would appreciate it if you would take a few minutes to complete this questionnaire.

Please return form to Reception marked 'PTFA New Parent Questionnaire'

Name:	Contact telephone no:
Child's name and form:	

- Tell us what sort of events would you enjoy attending, e.g. quiz night, ladies night, murder mystery evening, live band etc?

- Do you have any skills, hobbies or hidden talents that may be useful to MVCPTFA e.g., baking, financial, marketing?

- Do you work for/own a company that might be prepared to donate a raffle prize or sponsor a stall at our Christmas Fayre etc.?

- Would you be interested in joining the committee to help plan and organise events and fundraising (we meet for about two hours every 4-6 weeks)? **Yes/No**

- Would you be interested in joining the helper register to help set up and/or help out at some events? **Yes/No**

Every year we hold our AGM in September to report on the previous year's work and elect new officers. It is very important for us to have people attending so that any decisions made are valid. This year we are meeting on **Tuesday 22nd September at 7pm**. Would you be able to attend? **Yes/No**

And finally ... please don't hesitate to contact me or any of the Committee by telephone or a note via the school reception if you have any questions.

Alwn Whitaker Chairperson MVCPTFA

Melbourn Village College PTFA

100 Club

The MVCPTFA 100 Club raises funds for the improvement of facilities at Melbourn Village College. The 100 Club is an easy way to support the school with the chance of winning a cash prize every month.

Maybe you would like to support the school but find it difficult to attend fund-raising events, or perhaps you just fancy a flutter. Either way you are benefiting the pupils of Melbourn Village College by becoming a member.

Joining the 100 Club costs £12 per year, with each year commencing 1st September and finishing 31st August. Each member will be entered in 12 monthly draws giving a first prize of £30 and a second prize of £20. In the event of fewer than 100 members the prizes will be reduced accordingly and should the membership exceed 100 the prizes will be increased accordingly. The prize money will be 50% of the total income.

RULES

- ◆ All members must be over 16 years of age;
- ◆ The club is governed by the Lotteries and Amusement Act 1976 with the South Cambridgeshire District Council. Registration number is: L05679 and the promoter for the purposes of the Act is Mrs A Whitaker, 5 Fowlmere Road, Foxton, Cambridge CB22 6RT
- ◆ Winners will be notified by post and cheques sent to the last address notified;
- ◆ There will be no refunds under any circumstances in accordance with the Lotteries and Amusements Act 1976;
- ◆ Winners numbers will be published in the Parents' Bulletins and on the MVC website;
- ◆ Each member will be issued with a membership number and advised of the number accordingly.



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Application Form

I wish to join the 100 Club as from 1st September 2009. I enclose payment of £12.00 (cheques payable to MVC PTFA) and agree to abide by the rules.

Signed

Name (capitals please)

Address

Telephone Number

E-mail address

Please send application form and payment to: Glenda Spry, 7 West Hill Road, Foxton, Cambridge CB22 6SZ or hand in at Melbourn Village College reception by Friday 18th September 2009.