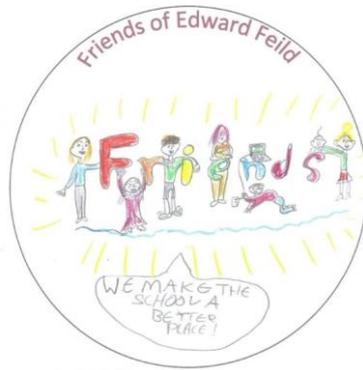


# The Friends of Edward Feild

## Organising events and raising funds for your child's school



Logo designed by a 2020 Year 6 student.

### INTRODUCTION

Welcome to Edward Feild Primary School!

This booklet aims to provide you with information about the Friends of Edward Field (PTA)- what we do and how we do it.

The Friends form a major part of our school life. **The help and support we get from you as parents/guardians is so important and vital to our school and it doesn't have to involve a lot of time or effort.**

#### **Current committee:**

Josephine Horn - **Chair**

Nikki Davis - **Secretary**

Emma Percival - **Treasurer**

#### Trustees and members:

Sue Trafford

Paula Kibble -White

Danielle Taylor

Ella Tuppenney-Hockney

Medeyyah Khan-Mahmood

You can usually find us around the playgrounds or school.

Our email address: [friends@efs.oxon.sch.uk](mailto:friends@efs.oxon.sch.uk)

## WHY DO WE HAVE A FRIENDS ASSOCIATION?

As we all know schools' finances continue to be stretched so having the support of a Parent Association is more important than ever and the funds raised by the Friends are used wisely to help enhance our children's education experience and the school's facilities.

In its time **the Friends have raised thousands of pounds**, which has been spent on equipment and resources such as our much-loved, and well used, forest school area, iPads, Chromebooks and the newly refurbished pond area to name a few. This last year we have focused on raising a huge amount to have a running track installed around our playing field.

However, our Parent Association is more than just about fundraising. We help **provide closer links between home and school**, and it is an excellent way to bring parents, staff and friends together socially in support of our school. We hold events throughout the year such as discos, movie nights, raffles, after-school cake or ice cream sales, Mother's and Father's Day gift sales, fireworks and usually a bigger event in the summer.

All parents and members of the school community are encouraged to get involved, no matter how much time you can offer **regularly, occasionally or even just once a year**. We'd love to have you on board, to register your interest to get involved simply grab us in the playground or send us an email on [friends@efs.oxon.sch.uk](mailto:friends@efs.oxon.sch.uk).

## HOW WE RAISE MONEY & HELPING OUT

We raise money in lots of different ways. Most of our funds are raised through events that we run, some of which were mentioned above. We try and respond to the children's requests for events - it is great to see them having fun at the events or enjoying using a piece of new equipment that the Friends have raised money for. We are always keen for parents to suggest events too!

**Donations from parents are extremely important.** You can donate time, money, items for sale, raffle prizes or offers of services and skills. Offering to **help at events** or at other times during the year is so valuable.

We are also members of **Easyfundraising.co.uk**, and **Amazon Smile** whereby you can raise funds through your normal shopping at no extra cost to you. We urge you to have a look and see for yourselves what an easy process this is and how every little bit raised together can achieve quite a lot - we have already managed to raise over £600 from this! Simply sign up to **Easyfundraising.co.uk** and search for **'Edward Feild Primary School, Kidlington' (that's us, the Friends)** and look for **'The Friends of Edward Field'** on Amazon Smile.

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.

## CHARITABLE STATUS

**We are a Charity** registered with the Charity Commission for England and Wales. Our registered Charity Number is: 1171578. Being a registered charity enables us 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**

As a registered charity we are required to hold an AGM which we do at the beginning of each school year. The AGM provides an opportunity for all parents to come along and hear in more detail about; the events we have run, the funds we have raised, how the money has been spent and the work of the Committee.

It is also the occasion when we elect the new key roles in the committee. It is usually a very short event and allows you to meet other parents of the school and an opportunity to ask questions and share your fundraising ideas with us.

## HOW WE GET INFORMATION TO YOU

Friends' information about upcoming events is always included in the **weekly** Friday school **newsletter**.

We also have our own **Facebook** group '**Friends of Edward Feild**', which we use to post information about any **Friends related events**. We find this method quite useful when we need to get information out quickly.

We have a secure Parent Association website ([www.pta-events.co.uk/foef](http://www.pta-events.co.uk/foef)) that allows access only to approved members in order to inform parents/guardians of various events being put on by the Friends and of any relative news. This is also how we **sell tickets** for our events **and how parents/guardians can volunteer to help**.

## FRIENDS OF EDWARD FIELD FACEBOOK POLICY

The Friends' Facebook group - **Friends of Edward Feild**- is open to all parents, carers and staff of Edward Feild School **ONLY**. It is not open to others to protect the privacy of our school children. It is used for discussing fundraising and social events connected to the school. Please use the page in a positive manner.

This is a moderated page/group and the PTA committee members reserve the right to remove any posting.

THIS PAGE IS **NOT** MODERATED BY THE SCHOOL and as such any school related concerns should be taken to the school directly.

We have created a simple list to help you use this resource correctly.

Please **do**:

- **Use good judgement** - Regardless of your privacy settings, assume that all of the information you have shared on your Facebook is public information.
- **Be respectful** - You cannot see a smile or understand nuances of speech on social media. Please keep the tone of discussion positive and respectful.
- **Be responsible and ethical** - Unless you are specifically authorised to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Any issue or concerns you have with the school should be raised directly
- **Correct any mistakes**- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.

**Don't** share the following:

- **Confidential information** - If it seems confidential, it probably is. Online "conversations" are never private.
  - **Private and personal information** - To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations. NEVER give out or transmit personal information of children, parents, or colleagues. Always respect the privacy of the school community members.
  - **Images** - It is generally not acceptable to post pictures of children without the express consent of their parents.
  - **Images** – Photos taken at PTA events may be used by the PTA committee to highlight activities. Any requests to remove images of your child will be complied with immediately.
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