



Keston Primary School  
Parent Teacher Association

# Parents' Information Guide

*working together for all our children*

[www.kestonpta.org.uk](http://www.kestonpta.org.uk)





Hello and a very warm welcome to the Keston Primary School  
Parent Teacher Association (PTA).

We have put together this Information Guide to provide you with all the relevant details about why we exist and what we do to help our school and children. We hope you find it useful, however, if you need any further information, then just contact one of the PTA committee, whose details appear later in this guide.

Dear Parent,

Joining a new school can be a daunting time for both child and parent, however, here at Keston Primary School, we hope you and your child will enjoy entering a warm and welcoming community, filled with like-minded people, wanting the best for the children going forward.

To help ensure this, many parents find that becoming active in the PTA (of which you are automatically a member when your child starts school), gives them an opportunity to have a say in how their school is run and also help raise much needed funds to ensure the school continues to offer the very best education and facilities to the children who go there.

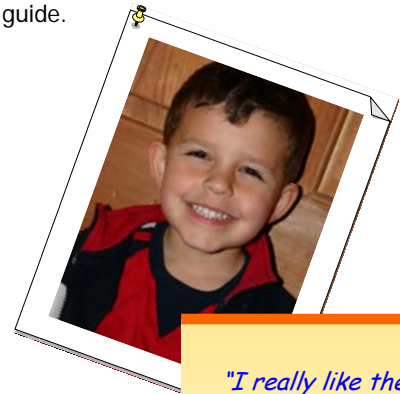
Keston Primary School Parent Teacher Association was formed in 1959 when the school first opened and has been affiliated with the National Confederation of Parent Teacher Associations (NCPTA) since 1992.

Throughout the years, the PTA has been an integral part of the school community and in its time has raised thousands of pounds, which have been spent on improving equipment and resources to enhance children's education and the facilities of the school in general.

But it is much, much more than just 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. And it's fun!

We hope you find this Information Guide useful and that you'll consider attending PTA meetings and events in the future. We look forward to seeing you there!

Warm regards,  
The PTA Committee



*"I really like the playhouse and all the great toys in the nursery, it's lots of fun!"*

*Roan, age 4  
Nursery*



### Do you know...

**..that in one year alone, through hard work and effort, the Parent Teacher Association (PTA) had managed to raise over £8,000 for Keston Primary School!**

**PTA money has been used, amongst other things, for funding:-**

- Trim trail & Infant play equipment & safety surface
- Library furniture & books
- Swimming pool maintenance & extras
- Nursery equipment
- Interactive whiteboards & other IT items



*Keston Swimming Pool  
"I really like to swim at school with my friends. I wish I could swim everyday!"  
Rowena, Reception*





## So, what is a Parent Teacher Association?

The PTA is your chance to be involved in your child's school life. The association was formed with the intention of raising funds to provide extra facilities for the children, which are not normally provided by the LEA. All new parents are warmly welcomed to participate actively in the Association and are automatically members when their child enters the school.

A steady income is needed to support the school. The PTA is well supported but the future lies with you, the new parents. New members are always needed to generate new ideas. Informal committee meetings are held in the evenings at intervals throughout the year to discuss topics of interest, future events and ways of using the available funds.

Remember this is your school and by keeping the PTA committee strong and well attended you are helping to give your child an enjoyable school life and a high standard of education.



PTA annual events are the main source of fund raising for our school. The following is a guide to the events we hold on an annual basis:

- **Family photographs.** A keepsake and record of your child's school life. Pictures also make an ideal gift for Grandparents' and other family and friends.
- **Quiz Night.** A Quiz Master sets the questions for the evening, from music to film, local knowledge to art. You are guaranteed to have some fun while you get your brain working!
- **Junior Xmas Fayre.** Any unwanted toys, books, games videos etc. etc. could be an other child's favourite toy. By donating these items, children are sharing their treasures with each other within the school community and you can create a little more space at home!
- **Infant & Junior Discos.** Great fun for the children to dress up and attend.
- **100 Club.** An annual fee of £12 gives you the possibility of winning cash prizes throughout the year and raise money for forthcoming PTA and school projects.
- **Bingo Night.** Always an entertaining evening, so eyes down for the next number.
- **Grand Spring Ball.** The most glamorous event of the year. A fantastic night of wining, dining and dancing.
- **Car Boot Sales.** Grab a bargain or sell off your unwanted items.
- **Summer Fete.** The biggest and best event of the year, which involves both parents and children alike.

You can see, there is always something going on and always something you can help out with, no matter how big or small the effort!



## Charity Matching

Our PTA is also a registered charity (no. 1023587). Companies or businesses pledge to donate to a charity, such as ourselves, an amount of money relating to the amount that an employee(s) donates or fundraises for us. We have been helped enormously in recent years by this type of donation.

In recent years Barclays Bank Plc and Legal & General have helped increase donations by participating in the Charity Matching Scheme. Perhaps this is something your Company would also be willing to do?



*The trim-trail is really fun because you can do all sorts of things on it!*

*Samuel, Year 4*



## How is our PTA run?

Keston PTA is run by a Committee. The Committee consists of a Chairman, vice-Chairman, Co-ordinator, Treasurer and Secretary and we always need members! Everyone works on a voluntary basis and spends a great deal of time and effort to help support the school and the children.

The Committee meets on a regular basis, usually once per term, with smaller working groups meeting as necessary to organise our bigger events.

Our Annual General Meeting (AGM) is held in late October every year. This is an ideal opportunity for all parents to come along and hear, in more detail, about how events are run, funds raised and how the money has been spent. It is also the occasion when we elect our new Committee and Class Representatives. A list of current PTA Committee members and Class Representatives for the current year is also included in this Guide. An updated list is sent out each year, after the PTA AGM.

### How we keep in touch

All the PTA letters we send home are printed on PTA headed paper – so we are easily recognised!

There are regular letters giving forthcoming dates for events with updates and requests for help, when we are planning large events. We always write to let you know how much was raised.

PTA News Letters are posted on the school notice boards, which are situated near the school gate.



### Keston PTA are also online.

We also have a PTA website, which you can find at [www.kestonpta.org.uk](http://www.kestonpta.org.uk).

You can sign up for email updates regarding issues concerning the school and find out about current and forthcoming PTA activities. Latest information, details of forthcoming events and other interesting topics are covered on the site.

For information on the National Parent Teacher Association, check out [www.ncpta.org.uk](http://www.ncpta.org.uk)



### Class Reps - What they do.

Class Representatives play a very important role in school. There is usually just one per class, to provide a link between individual classes and parents and the PTA Committee.

The support from Class Representatives is vital when it comes to organising our main events.

They are the point of contact for ticket requests. They take charge of their individual class stalls for both the Summer and Christmas Fairs and, with the support of the Committee, organise rotas of help and donations - and we really could not manage without them!

A description of this position is enclosed in this Guide for your reference.



Grand Spring Ball-2006

*"A fantastic night was had by all, we'll definitely be going again next year". Yvonne & Josh Phillips*



## How YOU can get involved

Keston PTA has many regular volunteers but new helpers are always welcome. Any new ideas about how money can be raised or spent are always well received. Either see one of the committee members in the playground, ask in the school office or email us directly at [info@kestonpta.org.uk](mailto:info@kestonpta.org.uk)

Keston PTA exists to help your children, why not get involved - you can make a difference!



### Ways You Can Help

- 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, or even if you can't come into school. There are always little 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 unseen 'army of help' that exists in school.
- You can of course if you feel able, volunteer to be a Class Representative or Committee Member.
- You can attend 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. Anything is valuable to us. There is a form inside this Guide to fill in and return if you feel you can help.
- 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.



School Disco's

*"The direction in which education starts a man will determine his future life." Plato*

### A Word From Our Head

Dear Parents,

As Chair of the PTA I know how hard all the parents at Keston work to support the school, but especially the members of the committee.

They are always looking for new faces to help generally, suggest new ideas for fund raising and social events. The money raised helps to provide the sort of equipment that is very expensive for us to totally fund from our school budget and to maintain the swimming pool.

There are lots of other ways you can help, by assisting in class and with swimming, providing paper/card etc. from your workplace, making costumes, supporting parents evenings, attending workshops and ensuring that you support the ideals of the contract.

I look forward to working with you all.

Yours sincerely,  
Linda Hall, Head Teacher



The Governing Body at Keston has always been aware of the hard work and dedication of members of the PTA, not only in their many fund raising events, which has enabled additional resources to be purchased but in the many social events organised for both parents and children. The school training pool was physically constructed in the past by members of the PTA still provides an invaluable resource.

The Governors are very grateful for this continued support.

Mrs Miriam Massey, Keston Primary School Governor





# KESTON SCHOOL

Keston Primary School  
Keston Avenue  
Old Coulsdon  
Surrey  
CR5 1HP  
01737 555103

Email: [office@keston.croydon.sch.uk](mailto:office@keston.croydon.sch.uk)  
[www.kestonprimary.org.uk](http://www.kestonprimary.org.uk)

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