



Registered Charity Number:
1135858

Friends of North Heath Community Primary School Welcome Booklet



Welcome to North Heath Community Primary School

This booklet has been compiled by the Friends of North Heath School Committee especially for you, as a new family joining our school community. We realise it can be exciting starting at a new school and there are many positive opportunities for adults and children alike. This booklet aims to provide you with information about the 'Friends' which forms an important part of school life.

Why do we have the Friends of North Heath?

The 'Friends' is a **registered charity** whose aim is to raise funds to help purchase additional equipment and resources to enhance our children's learning environment. The 'Friends' is also more than simply fundraising, it is a great way to bring parent/s, carer/s and staff together socially as a community in support of the school.

All families are automatically members of the 'Friends' when their children join our school. All parent/s, carer/s and staff are encouraged to get involved in any capacity. It is a fun way to help make a difference to our school and also make new friends along the way.

We have some purely social events, e.g. adult-only quiz nights, which are a great way to socialise with other parent/s / carer/s with children at the school. The 'Friends' also support the school in other ways too.

The Committee

The 2019-20 Committee currently consists of four Officers: Chair; Secretary, Communication Officer and Treasurer. We also currently have four 'ordinary' Committee members. All Committee members are trustees of the charity and undertake a Disclosure and Barring Service check.

Our Committee meetings are held once every term, with smaller working groups meeting as necessary for larger event planning. To ensure everyone gets a chance to attend we try to vary the day and location of meetings. Meetings are held during the evening at a Committee member's house.

As a charity we must abide by Charity Commission regulations and we are bound by a governing document referred to as our constitution. The 'Friends' is a member of Parentkind which gives us many benefits including comprehensive insurance cover.

Annual General Meeting (AGM)

Our Annual General Meeting is held every October and provides an opportunity for all parent/s / carer/s and staff to hear about the events we have run, the funds raised and how the money has been spent. The new Committee is also elected for the following twelve-month period.

New faces with fresh ideas and enthusiasm will secure the future of the 'Friends' Committee in coming years, without which there would be little or no fundraising to provide the 'extras' for our children.

Friends Helpers

'Friends' helpers are a growing group of parent/s or carer/s who are not on the Committee, but like to attend our meetings when they can, may have particular skills and can give specified amounts of time to help the Committee with event preparations and/or on the day e.g. manning a Fair stall, wrapping prizes, baking cakes, serving refreshments, helping at uniform sales or designing posters.



Raising and Spending Our Funds

How do the 'Friends' raise money?

The majority of our funds are raised through the events that we run. Some of our most popular events in past years have been:

- * *Christmas Fair*
- * *Adult Quiz Night*
- * *Summer Fair*
- * *Easter Pop-Up Stalls*
- * *Frozen Fridays*
- * *Bag2School Textile Recycling Collections*
- * *Sponsored Matchbox Challenge*
- * *Secondhand Uniform Sales*
- * *Christmas Performance DVD Sales*
- * *Christmas Card Plus Design Project*

As a registered charity, we are also able to raise money through **company matchfunding schemes** and can claim **Gift Aid** on donations given through sponsored events. Further funds are gained from **Easy2name clothing label commissions**, **Easyfundraising donations** and through **sponsorship** from local businesses.

How are the 'Friends' funds used?

Decisions on how to spend funds are made at our committee meetings. The school leadership team provide a 'wish list' for our consideration. Requests can also be made by parents or carers and by the children themselves via the children's School Council.

Under our Parentkind governing document 'Friends' funds are required to be spent on items and events which 'Advance the Education of Pupils' and are not always provided by the school's budgets. These help make our children's learning experiences more fulfilling and exciting.

In previous years we have raised money towards the cost of:

- * **School Trips & Curriculum workshops**
- * **Visiting Theatre & Music Groups**
- * **New hockey / rugby and cricket team sports kits**
- * **KS1 / KS2 classroom dictionaries and thesauruses**
- * **Hall gymnastic / games equipment**
- * **Cookery lessons**
- * **KS2 sports equipment storage**
- * **Drinking water fountains**
- * **Sports Kits for County events**
- * **Playground & field Rainbow benches**

In 2018-19 we were delighted to be able to allocate significant funds towards **64 new laptops and iPads** for the classrooms which has benefitted every child in the school.

How do the 'Friends' communicate?

'Friends' posters and forms are sent via Parentmail or bookbags. The 'Friends' notice board is situated outside the school staffroom and we run a 'Virtual' noticeboard for parents/carers who cannot make the playground. Event posters are also displayed on the Goose Green and both Erica Way school entrances. We also have a page on the school's website. 'Friends' helpers are also contacted via email and mobile.

Contacting the 'Friends'

If you are interested in joining the Committee, becoming a 'Friends' Helper volunteer, have a fundraising idea or any questions; please do not hesitate to contact us.

- **Notes/letters/order forms can be handed into the school office.**
- **An email can be sent to friendsonh@gmail.com or tag us a message to Fonh NorthHeath**

On-going Fundraising

Secondhand Uniform Sales

We run a good quality second hand uniform sale and try and run these approximately every six weeks on the front playground (or in the hall if wet). We also run them at the Summer and Christmas Fairs.

- 50p each for yellow polo shirts;
- £2 each for logoed sweatshirts/cardigans;
- £4 each for grey fleeces;
- £1 each for all other school uniform items.



Friends of North Heath have teamed up with Easy2name.com, a company who specialises in stickers, iron and sew-in labels for school clothing, bags, shoes etc. For each order placed with them the Friends of North Heath will receive **20% cashback** for our funds. We all need labels for our children's clothes and equipment so please help support the school by using this easy to use website: www.easy2name.com Please quote "**Friends of North Heath CP School RH12**" from the drop-down menu when placing your order. Alternatively, order forms and samples can be found in the rack next to, or in the school office, itself.



We organise "Bag2School" collections in Spring & Autumn Terms and after Christmas where all your unwanted textiles are recycled and in return the 'Friends' receive money for the school.

easyfundraising .org.uk

Do you shop online? Did you know that every time you buy something you could be raising money for the **Friends of North Heath School**?

Over 2,700 well known retailers, including Amazon, John Lewis, eBay and Tesco will donate a percentage of what you spend to the **Friends of North Heath School** at no additional cost to you, to say thank you for shopping with them.

Do you or your business also buy on-line for work? If you're buying office supplies or booking travel, you could be easily raising free donations for the Friends of North Heath School too.

It's a really simple process, all you have to do is:

- Register at www.easyfundraising.org.uk
- When you're asked to choose your cause, select Friends of North Heath Community Primary School - Horsham.
- Get shopping - it couldn't be easier!
- Spread the word to family and friends to let them know just how easy it is!

P.S. When you register, you'll be asked if you want to install the **Find & Remind toolbar** - make sure you do this so that you receive a handy reminder each time a donation is available when you shop online!

How Can YOU Support Us?



There are lots of ways YOU can support the 'Friends':

- ❖ **Become a Committee Member** – This involves attending termly informal meetings, helping to organise fundraising / social events, offer new ideas and have a say in the allocation of funds to the school.
- ❖ **Become a 'Friends' Helper** – Can you spare 1 -2 hours of your time per term/year to help the committee with event preparation and/or on the day? e.g. Manning a Fair stall or wrapping prizes. We would really appreciate it, as every little helps! Do you have a particular skill that could be helpful to us? e.g. face painting.
- ❖ **Kindly giving donations** - e.g. Tombola prizes, baking cakes or giving clothes for recycling. Could you or your workplace offer a raffle prize? Events cannot run without donations!
- ❖ **Supporting our events** – Most importantly, attend our events and have fun with your family and friends!

Support from Local Businesses and Parent Employees:

- ❖ Many of our local shops and businesses are very generous in donating **raffle prizes** or have provided **sponsorship** for our Fair attractions.
- ❖ We are also extremely grateful to the parents, carers and businesses who have participated in **company matchfunding schemes**.
- ❖ These have made a big difference to our fundraising efforts in the past and are areas that we are interested in developing further.

Matchfunding:

What? Company matchfunding is a very simple way of increasing funds raised. Companies or businesses pledge to donate to a charity such as ourselves a sum of money relating to the amount that an employee(s) donates or fundraises for us.

How? Companies may match fund in a variety of ways the most common being:

- The matching of funds raised through a specific activity. e.g. manning a Fair stall
- Time donated by their staff for voluntary work
- A cash donation made to the charity
- Gifts in kind. e.g. Donating equipment or services like in-house printing