



March 2021

Dear Parent/Carer,

## **The High School Leckhampton Parents, Teachers and Friends Association (PTFA)**

PTFAs offer a fantastic way for parents and carers to support the school, mostly by organising events for pupils and their parents to help to raise funds for a particular cause or resources. PTFAs can be an incredibly powerful force for good in a school community, offering the chance for parents to work closely with the school to achieve a common goal.

They also provide an occasion for new parents, whose child may be arriving from out of the area or a smaller feeder school, to be welcomed into the school community. As a parent/carers we automatically include you in our PTFA and hope that during your child's time in school you may be able to get involved in some respect with the activities of our PTFA. We are now looking for interested parents who may be interested in establishing the group.

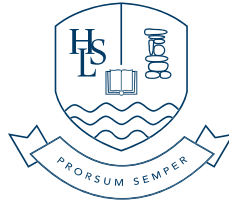
What is involved at the start?

### **1. Setting up a Steering Group**

Initially, we would like to establish a Steering Group in order to help set up and run the PTFA – giving it a sense of direction and purpose and also laying down the basic ground rules of the group. The Steering Group will also be responsible for the setting of targets for any fundraising that the PTA wishes to undertake. In essence a Steering Group will be the equivalent of a Managing Director, a Company Secretary and a Company Accountant - each with individual yet important roles. The Steering Group will be fully supported by the school and we will be able to offer help with communications and administration.

### **2. Writing a Constitution**

This is something that the Steering Group will need to do straight away; the constitution is, as perhaps the name suggests, a series of guidelines laid down which indicate exactly the purposes and ideals of the PTFA and how exactly the PTFA plans to fulfil them. This really isn't as difficult as it may sound and requires that all those involved think long and hard about the motives and goals of the PTFA and also how activities like fundraising are carried out. The school will be fully involved in helping write the constitution so that we share the same goals. Balcarras already have an active PTFA with its own constitution, which might make a great starting point for reference!



The High School  
**Leckhampton**

### 3. Organising the First Full Meeting

The Steering Group will decide the best time and place for the PTFA to meet. Ideally, this will be on a regular basis taking into account the work and lifestyle commitments of all those involved. Meeting dates and times will be published on the school website.

Please do not worry if you have never been part of a PTFA in your child's previous school, all you need is a little time and a desire to make sure our children have the very best resources at school!

As a point of reference and if you would like to know more about the activities and commitment of the PTFA at Balcarras please go to their website.

Please email [thsl@balcarras.gloucs.sch.uk](mailto:thsl@balcarras.gloucs.sch.uk) if you are interested in joining the Steering Group.

The first meeting date and time will be confirmed when we have names and contact details of those who are interested.

Yours sincerely,

*Helen Wood*

Headteacher