



## Contents

Welcome to FoC: Friends of Crescent. ....	3
Why do we have FoC? .....	3
The Ethos of the FoC .....	3
Links with local businesses .....	3
Role of the Members.....	3
Support from PTA-UK .....	4
How we raise money .....	4
How we spend the money we raise .....	5
How we get information to you .....	5
How you can get involved .....	5
FoC roles .....	6
Class Representatives .....	6
Privacy Notice.....	6

## **Introduction**

### **Welcome to FoC: Friends of Crescent.**

This booklet has been compiled by our *FOC* especially for you, as a new family joining our school community. We realise it can be strange and a little nerve-wracking starting at a new school and there always seems to be so many questions to ask. This booklet aims to provide you with information about our *Friends of Crescent* which forms a major part of school life.

If you have any questions that remain unanswered, please contact the FoC chairperson who would be happy to help.

### **Why do we have FoC?**

We are fortunate at our school to have a *Friends of* that is and has been an integral part of the school community for a number of years. In its time the *FOC* has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education experience, social time and the school's facilities.

Our *FoC* is about much more than simply fundraising. The *FoC* exists to provide closer links between home and school and it is an excellent way to bring staff, parents, grandparents, guardians and friends together socially in support of the school, working towards a common goal. It is fun too - just ask any of the members or *FoC* helpers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our *FoC* has always succeeded in its efforts.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. We recruit a new Reception representative annually and encourage that rep to move through the school. New members are always welcome.

### **The Ethos of the FoC**

Our *FoC* believes in the following ethos:

- To build strong relationships between parents, staff and the school community
- To create memories for the children
- To organise school events that bring the school community together
- To raise funds to enhance the School's learning opportunities and facilities & to provide charitable donations to charities chosen by the school council

### **Links with local businesses**

We try where possible to buy services and products from local businesses. We always seek donations and support from local companies also.

### **Role of the Members**

Our *FoC* consists of three Officers: Chair, Treasurer and Secretary, all of whom are DBS checked. At least one will be present at every *FoC* event and ensure adherence to the risk assessment produced beforehand. We also have other general members to make up the group.

The *FoC* meet on a regular basis every half term (6), with smaller working groups meeting as necessary when we are planning larger events. If you would like to attend one of our meetings your child(ren) can attend after school free of charge for the duration of this meeting. We

always endeavour to keep the meeting under one hour. Minutes will also be issued by the secretary after each meeting to ensure that everyone is up to date with what was discussed.

Yearly in October, we also hold our AGM where we discuss our constitutional items of finance, election of new members and other policy issues as required. Notification of this meeting is issued to all parents at least 21 days in advance of this meeting.

We have a constitution detailing the FoC purpose, powers, membership and meetings. This document is available upon request.

### **Support from PTA-UK**

FoC is a member of PTA-UK, which is a national charity and membership organisation providing support and guidance for all home school associations in England, Wales and Northern Ireland. Our FOC is one of over 13,600 members in current membership of the PTA-UK. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all FOC run events, support and advice on running the FOC plus fundraising ideas and good practice hints and tips. PTA-UK also provides us with the opportunity to meet and communicate with other groups to discuss and share experiences. We receive termly publications, which are displayed on the FOC notice board and we receive guidance to ensure our events are legal and safe. In addition, we have a valuable resource at our fingertips – [www.pta.org.uk](http://www.pta.org.uk)

### **How we raise money**

Like other *Friends of groups*, the majority of our funds are raised through the events that we run. Some of our most popular events are:

The Summer fete. Here you'll find several stalls, bouncy castles, donkey rides and so much more.

The Christmas bazaar is always a great time to celebrate together. Again, containing stalls, fun activities and a chance to meet Father Christmas.

We have a Market day where each class sells cake, sweets and other delicious items. All funds raised at this event go towards privilege time games, crafts and other equipment for that specific year group.

We always do a craft activity with your child(ren) for Mother's Day and Father's Day plus hand decorated gifts for Christmas too.

There are movie nights whereby our children can watch a DVD with their friends, whilst eating popcorn and having a drink. Don't forget about the school disco!

Recently we've had talent shows for the children, quiz nights for the adults, book sales and are always open to new ideas.

We annually have a sponsored walk to raise money for our nominated charity.

So, you can see there is always something going on. We always try and respond to the children's requests; it is great to see them having fun at the events or enjoying using a piece of new equipment that the FoC has donated.

We raise money in other ways too. Donations from parents / friends are extremely important. You can donate time, money, items for sale, raffle prizes, used uniform or offers of services and skills.

### **How we spend the money we raise**

Following a fundraising event, the money is banked straight away. It is at our *FOC* group meetings, that the decisions on how to spend the money are agreed.

The senior leadership team along with class teachers will have a 'wish list' of items that the school would like the FOC to consider funding.

Sometimes this will be as a result of the children asking for something, such as new play equipment at the School Council meeting which the FoC attend.

At other times it will be for resources to improve a particular area of the curriculum or school environment. The *FoC* funds are spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting.

*FoC* funds are not generally spent on improving the fabric of the school building as this is the responsibility of the Governing Body. The FOC spends money on things that will benefit the children directly.

The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your children will feel the benefit, along with everybody else.

### **How we get information to you**

We have an FoC Facebook closed group ([www.facebook.com/groups/friendsofcrescent](http://www.facebook.com/groups/friendsofcrescent)) and have an entry in The Courier every week; including information on forthcoming events and dates plus requests for assistance, when we are planning large events. Following a *FoC* event, we always write to let you know how much was raised, and if we can, we tell you what the money will be spent on.

The FoC have a green mailbox just inside the door where children enter school in the mornings and a table also located in this area.

If you'd like to be kept up to date why not join your classes WhatsApp group, run by your class rep.

### **How you can get involved**

There are lots of ways you can help and support your child through the FOC.

Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis, or even if you cannot come into school. There are always 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 behind the scenes help that we receive.

If you would like to be more involved, you can volunteer to be a member, or you can simply 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, everything is potentially valuable to us.

Thank you for taking the time to read our booklet. We hope you now know a little more about **your** *Friends of Crescent*. On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

### **FoC roles**

Chair	Zara Corbin	zaracorbin9@gmail.com
Treasurer	Nicholas Brosnan	br05nan@me.com
Secretary	Amy Sarkies	amy@sarkies.com

### **Class Representatives**

The FoC class representatives can be found on the FoC noticeboard. We have chosen not to publish them in this document as they change yearly.

These parents can bring to the meetings any ideas or suggestions that you may have for our school and are happy to be approached with any matters that you feel are relevant to this kind of forum.

We are so proud to have such a positive presence in our school community. Thank you to all of you for your continued support.

### **Privacy Notice**

The FoC needs to act to ensure that it is compliant with the data protection laws.

The FoC collects and uses some personal data, mainly in order to communicate with parents and carers. We're not changing how we use or collect information, but we want to take this opportunity to clarify how and why we store and process data, and your rights under the GDPR.

#### **What personal data does the PTA collect, and how is it collected?**

The Treasurer collects, uses and stores children's names and classes. The school carry out DBS checks on our Treasurer. We won't collect any more information than we need, and we will get rid of it once its purpose has been served.

We make sure we have up-to-date information at the start of every school year, via the class reps.

#### **How and why the FoC uses personal data?**

We collect the personal data described above in order to:

- Monitor orders / purchases by pupils from the FoC

#### **On what basis do we collect and use personal data?**

We collect and use personal data (for children) only where the parent/carer has given specific consent.

Please note that by participating in FoC events, parents agree to have their children's names and classes included in internal tracking documents.

**Managing and storing data**

We will ensure all data that you give us is kept securely and restricted to those with a 'need to know'. We are committed to protecting information about you and your children.

**Sharing data**

We will never share personal data to a third party without consent.

**Accessing your data**

If you want to find out what data we hold about you or your child, please ask your class rep or contact the FoC Chair. We are happy to share it with you at any time and you can also ask us to delete your child's data from our records at any time.

**More information**

You can also read more about GDPR on the Information Commissioner's Office (ICO) website <https://ico.org.uk>. You have the right to complain to the ICO if you are concerned about how an organisation is handling your data.