

**Broomfield Primary School**

***PARENT TEACHER  
ASSOCIATION  
(PTA)***



**WELCOME GUIDE 2025-26**

# Contents page

1. **What is Broomfield School PTA?**
2. **Getting involved**
3. **How we spend the money we raise**
4. **Who runs the PTA?**
5. **Becoming a Class Rep**
6. **PTA events**
7. **Your School Lottery & how it works**
8. **Match Funding & Sponsorship**
9. **Other ways to support the PTA**

Click on the ***Broomfield Primary School*** logo on any page to return to the contents page



# **WHAT IS BROOMFIELD PRIMARY SCHOOL PTA?**

*Broomfield Primary School PTA is a registered Charity run by a group of volunteers who are dedicated to raising money and making a difference to our School. We want our children to have the best educational opportunities possible, alongside wonderful memories of their primary years.*

The PTA work closely together with the teachers to identify what the children at Broomfield Primary School need and how we can best make a difference. Together we have ambitions to raise incredible sums of money to enrich the lives of our children.

We have an AGM (Annual General Meeting) usually held in November and set out aims and priorities for the three terms of the academic calendar alongside a calendar of events. The committee aims to meet twice a term and we set up smaller working groups to organise individual events. Ideas are always welcome. We are continuing to build our PTA and committee, we always value any input you can give.

*If you wish to be a part of the PTA, or have any questions about the PTA, then please contact us at:*

[PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com)



## **GETTING INVOLVED**

*We'd love as many parents as possible to get in touch and get involved. You may wish to join the PTA committee, become a member of our wider WhatsApp group to help us communicate with parents and carers or, if you feel you do not have time for that, you can become one of our event volunteers, giving time when you can. Helping once never commits you to volunteering again. We are a very friendly flexible bunch :)*

Never feel that giving your time once means you have to again.

Most of our small group of committee members are working parents and we understand the need for flexibility, giving time when you can.

The PTA is also a great opportunity to meet other parents and get involved in supporting the school. Parents who help out have shared how fun events are and how nice it is to meet other parents.

*If you wish to be a part of the PTA, or have any questions about getting involved, then please contact us at:*

[PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com)



# HOW WE SPEND THE MONEY WE RAISE

*The PTA committee is responsible for deciding how our PTA funds are spent. Usually the School Leadership Team provide a 'wish list' of items that the school would like us to consider funding. We also invite input from parents too, so if you have an idea of something that would benefit all the students in the school, please do share it with the Committee. We can discuss it at a meeting and feedback.*

Funds are typically spent on the 'extras' that are not provided by the school's budget, making our children's learning experiences more fulfilling and exciting. Funds are not generally spent on improving the fabric of the school building, as this is the responsibility of the school.

We recently completed fundraising for the school playground trim trail, which has now been installed and enjoyed by all year groups.

Our current fundraising is focussed on school trips, visits and workshops. But we continue to provide smaller funds for activities such as lollies on sports day and Year 6 leavers books. We have also funded school council ideas, garden projects, classroom funds and more.

We are looking at how we can support the refresh of our school library books. As well as events we also make grant applications on behalf of the school.

*If you wish to be a part of the PTA, or have any questions about how we spend the money raised, then please contact us at:*

[PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com)



# WHO RUNS THE PTA?

*We have Committee Officers (who are elected to run the PTA and appear on the Charity Commission register), Committee Members (who take a regular active role in planning and organising events), Class Reps (who join our PTA WhatsApp Group, help to share messaging, volunteer when they can and may run occasional events) and a larger group of volunteers who help whenever they can.*

The amazing school staff also play a very important role, providing a link between individual classes and parents, and the PTA committee. The support from school staff is vital when it comes to organising and running our main events. We really could not manage without them.

For peace of mind, our PTA is a member of Parentkind, which is a national charity and membership organisation providing insurance, support and guidance to over 13,500 parent associations in England, Wales and Northern Ireland.

Our current Officers are:

**Chair** Katie Mitchell (*Parent*)

**Secretary** Emily Hayman (*Parent*)

**Treasurer** Katie Midwood (*Parent/Staff*)

*If you wish to be a part of the PTA, or have any questions about the committee, then please contact us at:*

[PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com)



# ***BECOMING A CLASS REP***

***Reps provide a great communication channel between the PTA committee, the school, and parents on the playground.***

Rather than feeling that the PTA is distant and cliquey, we hope that parents will feel closer to the committee with a face-to-face approach with lots of contact points throughout our school. There is no limit to who can join the wider PTA group, who connect largely through whatsapp and informal chats.

## ***ROLE DESCRIPTION OF A CLASS REP***

- Pass on information from the PTA to other parents in their child's class and encourage parents to support the PTA
- We encourage at least one rep per class to attend the AGM and they are welcome to join PTA committee meetings but do not have to
- Help identify volunteers to support fundraising activities
- Seek feedback from parents on PTA events or funding requests and pass it on to the committee
- Recruit other class reps to help support the work of the PTA and reach more parents and carers

***If you are interested in being one of the 'go to people' for your child class, or feel you can share messages from the PTA then please contact at:***

**[PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com)**



# **PTA EVENTS**

*Like most PTAs, the majority of our funds are raised through the events that we run. We try to offer a varied calendar of events throughout the year to make sure we can raise enough funds to make a difference to our school and our children and to create lasting memories.*

We organise activities that appeal to children of all ages and their families. All PTA events depend on volunteers to support, plan, and run each event. We share information about events via emails from the school and by sharing information and posters in class WhatsApp groups.

Some events are open to the public so we encourage you to bring along friends and family who will love to see and support where the children go to school and have some fun at the same time!

## **TYPES OF EVENTS WE RUN:**

*Bag2School, Christmas Cards, Elfridges and Grotto, Easter Activity Packs, Mother's Day and Father's Day Shops, Quiz Nights, Scarecrow Trail, Sports Day refreshments, Summer Fete, Discos, Sponsored Bounce, Favourite Clothes Days, Crazy Hair Day, Coin Drives, golden tickets, socials...*

Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and of course volunteering.

*If you wish to be a part of the PTA, or have any questions about PTA events then please contact us at:*

[PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com)





# **YOUR SCHOOL LOTTERY AND HOW IT WORKS**

*Your children will benefit directly regardless of who wins. Every penny of school profit raised goes straight back to your school. Tickets for the lottery cost just £1 per week. There is a guaranteed cash winner for your school every week and the chance to win the £25,000 jackpot.*

The draw takes place every Saturday, the winners are notified via email. Match all 6 numbers and you win the JACKPOT!

Join your school community today and raise money the fun way. For every ticket you play 74.2% goes to your school and prizes.

Find Broomfield Primary School on [www.yourschoollottery.co.uk](http://www.yourschoollottery.co.uk)

*If you wish to be a part of the PTA, or have any questions at the school lottery, then please contact us at:*

[PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com)



# ***MATCH FUNDING AND SPONSORSHIP***

We want to take this opportunity to inform you about our Match Funding scheme and how a little bit of your time could raise double the funds for the PTA.

If you work for an organisation that has a match funding policy, any money you raise could be matched by your employer. Companies may match the fundraising total for an event, or for the stall that their employee is working on.

We understand that high street banks, building societies, supermarkets and large corporations are likely to do match funding, but these schemes are not exclusive to the major corporate giants. If you work for an independent company, they may be interested in charitable giving through match funding too.

We would be grateful if you could see if your employer has a match funding scheme, or if they are willing to match fund or sponsor any of our events. Sponsoring events or paying for core costs to run them allows us to maximise the amount of money we raise for our school.

***If you can help us this way, please let us know at [PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com) and we can discuss your company's requirements.***



# **OTHER WAYS TO SUPPORT THE PTA**

## **EASYFUNDRAISING**

When you download the app or toolbar for [easyfundraising](#) and use it to shop big brands and offers we get a donation. There are over 8,000 brands on the website and it's super easy to do, and best of all its FREE to use! All you need to do is buy what you normally would, your holiday, online purchasing, click & collect and the PTA gets a donation; easy!

## **MY NAME TAGS**

Our PTA will receive 24% donation of all orders made on the my name tags website using the link below:

<https://www.mynametags.com/affiliate?id=50630>

Our school ID is 50630. Using the school name will not lead to a donation only using the ID works :) Please insert our school ID at the checkout page/delivery address.

## **DISCOUNTED ADVENTURE ISLAND TICKETS**

As a PTA we sell discounted Adventure Island Tickets.

To request yours please email [bpspasses@gmail.com](mailto:bpspasses@gmail.com) where you will be sent a form to complete and information about our current discounted prices. For every wristband purchased the PTA gets a donation.

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## **OTHER WAYS TO SUPPORT THE PTA CONT.**

### **DONATIONS**

We recognise that there are some parents who, although they wish to support our fundraising activities, they simply have not got the time to volunteer or attend the events. Therefore, in response to requests from parents, we give the option for you to donate to the PTA.

Donations are completely voluntary and there is no expectation to give.

A suggested annual donation is £25 per family.

If you are interested in donating, please contact the PTA on

[PTABroomfield@Gmail.com](mailto:PTABroomfield@Gmail.com)

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