**Friends Of the Gattons School**

The Gattons Infant School, Royal George Road, Burgess Hill

West Sussex, RH15 9SL, Tel: 01444 235071

Email: [fogsgroup@yahoo.co.uk](mailto:fogsgroup@yahoo.co.uk)



Dear Parents.

**Welcome to our school**

FOGS have compiled this booklet 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 seem to be so many questions to ask (and things to read!). This booklet aims to provide you with information about our Friends Association, which forms a major part of school life. If you have any questions that remain unanswered, please contact one of the committee members or your class teacher.

**What is FOGS?**

Friends of The Gattons School (FOGS) is a Friends Association and registered charity which has been an integral part of the Gattons Infant School community for many years. FOGS have raised thousands of pounds, which has allowed us to fund equipment and resources to enhance our children's educational experience and the school's facilities. In the 2018/2019 school year alone we raised almost £8000!

However, FOGS is about much more than just fundraising. FOGS aims 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 and working towards a common goal. It is fun too - just ask any of the Committee members or FOGS helpers.

All parents and members of the school community are encouraged to get involved, even if you only have a small amount of time available.

**How is a Friends Association different to a PTA?**

In a Parent Teacher Association (PTA), members include parents, carers and guardians plus teaching and non-teaching staff at the school. Being a Friends Association allows FOGS to include all of the above plus any other people wishing to offer support, such as past pupils, grandparents and members of the local community.



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### **Charitable status**

FOGS operates as a charity and is registered with the Charity Commission.

Being a registered charity enables FOGS to:

- Receive charitable donations from local and national companies
- Apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- Receive donations made through payroll giving and company matched giving schemes
- Apply for Gift Aid

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as a Friends Association and how we conduct ourselves. You can ask at the school office to view it, or email us on [fogsgroup@yahoo.co.uk](mailto:fogsgroup@yahoo.co.uk) to receive a copy.

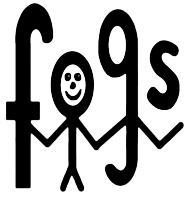
### **Links with our local community**

Over time we have developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. Many of our local shops and businesses are very generous providing donations for raffle prizes etc. and some have taken part in our Christmas and summer fayres.

### **The FOGS Committee**

FOGS is made up of:

*Officer roles:* Chair, Vice Chair, Treasurer and Secretary who are elected at the FOGS Annual General Meeting (AGM) to manage FOGS on behalf of all its members.



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*Committee members:* These members work alongside and support the officers; whether it's being a quiz master/ stall seller/ attending meetings or cake selling. Committee Members commit to attend 4 meetings a year, help out at main events and be prepared to assist in the run up to events.

*General members:* We have many general members (helpers) who help with all of the work FOGS do throughout the year. These members offer whatever time and help they are able to.

FOGS meet on a regular basis and all members are welcome to these meetings. We plan fundraising events, act as a networking group for other parents and where possible try and engage the local community through our events.

## **How we raise money**

Like most PTAs, the majority of our funds are raised through the events that we run. Some of our most popular events are:

***Cake sales*** – parents are asked to buy, or make cakes, which are then offered for sale in the school playground

***Summer and Christmas Fayres*** – these events are held annually and involve many parents, particularly the Summer Fayre.

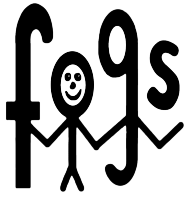
***Quiz nights*** – these are hugely popular with parents and usually held twice a year.

***Children's Discos*** – these are held twice a year for the children to come and have a dance.

***Sponsored Mini Marathon*** – We have a small circuit decorated with miniature London landmarks that the children run around five times.

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

Miss Hikmet has a 'wish list' of items that the school would like FOGS to consider funding. Sometimes this will be as a result of the children asking for something. At other times it will be for resources to improve a particular area of the curriculum or school environment. FOGS funds are spent on the

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'extras' that are not provided by the school's budget, making our children's learning experiences so much more fulfilling and exciting.

Over the past few years the money raised has been spent on magazine subscriptions, books, classroom equipment and furniture, playground equipment including basketball hoops, bikes and playhouses, extra curricular activities such as Forest Schools, reading dogs, school trips as well as music equipment and a new stage for the hall. We are currently putting money towards new IT equipment including iPads for the classrooms.

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

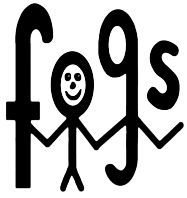
A short newsletter is published every half term with a round up of events, details of the total amount raised that term, and any donations we have made to the school. It will include information on forthcoming events and dates.

These will be sent home in your child's book bag in the same way as other school notices. All FOGS correspondence we send home will have our FOGS logo on so they are easily recognised.

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

There are lots of ways you can help and support your child through FOGS:

- join our committee as a member or just a helper. A joining form can be found at the end of this pack.
- offer to help before events or at other times during the year, any time you can give us 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.
- donate second-hand uniform, toys, books and bric-a-brac for us to sell at our events, as well as cakes for our cake sales.
- let us know if you have any ideas, contacts or skills we could use, everything is potentially valuable to us. Please email us on [fogsgroup@yahoo.co.uk](mailto:fogsgroup@yahoo.co.uk)

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**Summary**

Thank you for taking the time to read our booklet. We hope you now know a little more about your FOGS group. 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.

Finally, please feel free to contact me; or any of the Committee if you have any questions. You can email us on [fogsgroup@yahoo.co.uk](mailto:fogsgroup@yahoo.co.uk) or ask at the school office for my phone number.

**Michelle Trebilco – Chair of FOGS**

FOGS Committee officers

*Chair:* Michelle Trebilco

*Treasurer:* Carrie Bevan

Please look out for us around the school and let us know any questions you might have – or just to say hello! We'll be under the Year 2 shelter at drop-off and pick-up for the first couple of weeks so that you can spot us, or ask a member of staff to point us out.



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### FOGS Joining Application

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel number (home): \_\_\_\_\_ (mobile) \_\_\_\_\_

Email address: \_\_\_\_\_

Parent / legal guardian of (child's name): \_\_\_\_\_

Child's Class: \_\_\_\_\_

I would like to be a General (Helper) / Committee\* member (please delete appropriately).

\*subject to vacancies

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you would like to become a full Committee member, you will need to ask two parents/guardians of The Gattons School to support your nomination below:

1) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

2) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_