



New Parent Information Pack 2020-2021

Welcome to Ark Priory!

We usually run a New Parents Coffee Morning at the start of term and will also be holding our AGM in the Autumn term. Due to the current school closures, the dates for these are to be confirmed. We will send out details via email and WhatsApp nearer the time.

1. What is APPAA?

An overview of our Parents Association, known as APPAA (Ark Priory Primary Academy Association) and how you can get involved.

2. The Ark Priory Wishing Tree

How you can help get extra resources into the classrooms, now and/or in the future.

3. The Giving Machine

Raise money for Ark Priory for free every time you shop on-line when you register with 'The Giving Machine'.

4. Uniform Labeling Information

Earn money for Ark Priory before you have even arrived, by using our official partners. We receive cash back from third party suppliers when you buy using the Ark Priory codes.

5. Join the mailing list

Please fill in your details and return to the school office, or email appacommittee@gmail.com

6. Interested in getting involved?

Let us know by indicating your preferred role.



Welcome to Ark Priory from 'APPAA'!

What is APPAA?

APPAA is ARK Priory's Parents Association, run by the school's parents and carers to **raise funds, hold events, and bring our academy community together**. As a parent of a child at Ark Priory, (including the nursery classes), **you are automatically a member** of the association, and we look forward to getting to know you over the coming years.

What does APPAA 'do'?

Ark Priory is a state-funded school, but as you will see from the Handbook, Miss Steele, Ms Grasso and all the Priory staff want to give our children the kind of education, rich in music, arts, sports and external visits, which a state budget does not always allow for. In the last academic year alone, **APPAA raised £20,847** of additional funds which have allowed our children to have experiences they would not otherwise have had. We have over the last years contributed towards Science Equipment, PE and games equipment, iPads, wet weather suits for EYFS, musical instruments, Art Week, educational Lego and robotics, and the complete astroturfing of the MUGA, as well as the crucial ongoing supplementation costs of trips and educational visits. This year, there has been a particular emphasis on theatre trips.

We hold a number of **events** each year, big and small, for the children and for our parents/carers. For example, annual Christmas, Spring and Summer fairs; socials, a new parents' 'meet and greet' event, second hand uniform sales, and a great many bake sales, to name but a few. Not only do we aim to **raise much-needed funds** for our school, to enrich our children's education further, but also to **foster community**. To that end, some events are simply social, intended wholly for parents, governors and staff to mingle in an informal setting.

How can you get involved?

There are **lots of ways** to be involved with APPAA, small or large! From simply attending the social and community events, to baking a cake for our regular bake sales, organising an event, fund raising, or becoming a member of our APPAA committee. Hopefully you'll want to be an active part of our community!

What does the APPAA Committee do?

The committee (with representatives from each school year), as well as the administration team (combined chair and secretarial role) and treasury team are here to oversee the **organising of fundraising and social events**, encourage greater **communication** between parents and carers and the school, **support other parents** by sharing helpful information about school life, or passing on experiences. As a new parent, the experience can be quite daunting and it can be helpful to have someone 'on the ground' to talk to.

We also pass on/share relevant information between parents on our **email 'noticeboard'**, and facilitate communication amongst parents in each year group by maintaining a **'WhatsApp' group** per year group that all parents are invited to join. We also issue an article in the school weekly **newsletter** with our latest news and events.

We have **open committee meetings** approximately twice a term, and our AGM (the event at which the accounts are presented and the new committee is finalised), is held in October.

APPAA Committee Roles

Class representatives for all classes: Each class will have 2/3 parents/carers as designated APPAA representatives.

- To communicate with other parents in their class, in person and via email and WhatsApp, to maximise communication across the year group.
- To share notices from APPAA regarding upcoming events and fundraisers and to galvanise support
- To organise the year group bake sales (approx. 2 a year)
- To organise teachers gift collections.

Admin Team: Currently we have a team sharing the administration duties (in other words, we have merged the Chairperson and secretarial roles to spread the work load). Tasks include:

- Leading the committee and overseeing the running of APPAA
- Planning the calendar of events
- Organising APPAA Committee meetings - setting dates, preparing agendas, publishing minutes
- Managing the APPAA email inbox
- Compiling the weekly APPAA newsletter contribution
- Sending Parent Noticeboard and reminder emails
- Meeting with the senior staff to discuss fundraising aims

- Maintaining the database of parent contacts
- Organising the Wishing Tree
- Obtaining external sponsorships
- Leading the translation project (translation of key documents for school and APPAA)

These roles can be divided between the team as they wish.

Events organisation: Christmas Fair, Summer Fair, socials etc. usually led by a subcommittee - you do not need to be on the Admin Team or a Class Rep to get involved in organising our events.

Treasurer /Treasurer Assistants: To look after APPAA's funds, keep records, organise cash floats, control the bank account.

Join the email and 'WhatsApp' list!

If you would like to receive APPAA news (for example, key dates for the diary, relevant reminders within year groups, etc.), and receive Parents' Noticeboard emails, please fill in the form found at the back of this pack, and hand it to the Ark Priory school office, or email us directly at appaacommittee@gmail.com with all the necessary details.

Join the Committee!

If you are interested in finding out more about the APPAA Committee please indicate your interest on the form at the back of this pack and we will get in touch with you in the first few weeks of school.

We look forward to meeting you in September 2020

In the meantime, if you have any questions or fundraising/event ideas, please get in touch!

The Wishing Tree fundraising campaign!

Parents and Carers often ask APPAA how they can help us directly to achieve our goals. To answer these generous queries, we set up a fun and tangible way for members of our school community to donate additional funds to fulfil wish lists, made by teachers, to enrich the day-to-day provisions in each classroom.

How it works

At the start of the school year every teacher provides APPAA with a list of extra items, which they would love to acquire for their pupils. Our dream is to be able to realise these wish lists every year. With your help, we can fill our classrooms with exciting extras to inspire our children as they grow.

- **Make a bank transfer:** Sort code 230580 Account Number 13386072
- **Write us a cheque** (to Ark Priory Primary Academy Association)
- **Pay by cash** (get in contact with appaacommitee@gmail.com)

So far, the Wishing Tree has raised £12,713, enough to buy everything on the teachers' wish lists for the last six years. In the last year, we raised £3,629, which was used to purchase role play costumes, audio equipment, art materials, books, games and STEM equipment. The children were delighted to have armfuls of toys and resources delivered to their classes, and those parents who contributed were rewarded by seeing their donations so gladly received.

This year (2020/21), we would love to aim higher. The teachers are eager to have the best resources at their fingertips and we are looking for investments that will benefit every child, every day. Look out for the new lists in September when we will reach out again to our incredibly supportive community to help us buy the extra items that the teachers request for this academic year.

You will see the Wishing Tree grow as the money flows in. We will buy the resources and equipment as soon as we are able, so contributions have an **immediate effect**.

For more information, or to donate to this worthwhile campaign, please email us at:

appaacommitee@gmail.com

The Giving Machine

Raise money for Ark Priory for FREE!

Please sign up at www.thegivingmachine.co.uk

Ark Priory is registered with The Giving Machine to help generate on-going donations for the school. When you sign up, every time you shop online at hundreds of retailers you can help generate free cash donations for Ark Priory, at no extra cost to you.



If you are a regular shopper at John Lewis, Tesco, Sainsbury's, Boden, Next, eBay (and the list goes on and on) you can **raise money for Ark Priory for free!**

The Giving Machine is a not-for-profit social enterprise, helping shoppers like you generate free cash donations for the causes they want to support, **every time they shop online.**

You can find **ARK Priory Primary** on The Giving Machine site, www.thegivingmachine.co.uk. It is so easy to sign up; you just need to enter an email address and a password to create an account. You can then add your cause and then start shopping and earning donations.

You can download the app from the App Store, and have The Giving Machine on your phone or tablet.

There is also a handy **Shop & Give** reminder, which you can download on to your desktop and laptop. It sits on your browser so when you search for products and shops online, a **Shop & Give** heart icon will appear next to shops giving free donations or pop up when you are shopping on a site that is signed up to The Giving Machine.

To date (May 2020) we have raised £2,674 from 115 active givers, please help us increase this amount. **Please do not delay - sign up today and start generating free donations for our school. Happy Shopping!**

Uniform Labelling Information

It is the school's policy that ALL items of uniform MUST be named. To help with this, the APPAA Committee have put together a list of tried and tested companies, which cater for all price ranges and labelling preferences. Even better, the school gets cash back from some of these companies when you order – at no extra cost to you. You can support your child's school, before their first day at Ark Priory!

1. **“Stamptastic”**: Name stamps, ink pads and labelling pens.

www.stamptastic.co.uk

Tel: 02083329781

Ark Priory receives 25% cash back if you use the code W38NR at checkout.

2. **“Label Planet”**: Stick on (STIKINS) name labels for clothes and other items.

www.name-labels.com

Tel: 01270-668076

Ark Priory receives 30% cash back if you use the Reference Number: 35676 at checkout.

3. **“Woven Labels UK”**: Name Tapes, stick on labels and tags.

www.wovenlabelsuk.com

sales@wovenlabelsuk.com

Tel: 03332226619



JOIN THE APPAA MAILING LIST

Please fill in ALL the details and email to appaacommittee@gmail.com or hand into school office.

Child Details

Name of Child(ren) starting	
Year and Class	
Any siblings already at school Name and year /class.	

Parent/Carer Details

Email addresses will be added to the APPAA mailing list (*please be as clear as possible to avoid 'bounce backs'!*). They will not be shared or disclosed without your permission.

I am happy to share my name/email address with other Ark Priory parents, in the form of Class/Year contact sheets (*please tick*) YES NO

APPAA oversee 'WhatsApp' groups for the parents/carers in each year group. This is a forum to ask questions about immediate issues, such as when homework is due, or for class representatives to remind parents of events and activities. APPAA 'WhatsApp' Group Usage Guidelines (polite rules and etiquette) have been created to keep everyone safe and happy on the group are distributed periodically.

I am happy to be included in my child's year 'WhatsApp' group.
(*Please tick*) YES NO

Parent / Carer 1 Name	
Parent / Carer 1 Email Address	
Parent / Carer 1 Mobile number	
Parent / Carer 2 Name	
Parent / Carer 2 Email Address	
Parent / Carer 2 Mobile number	

Join the APPAA Committee

Please fill in ALL the details and email to appaacommittee@gmail.com or hand into school office.

Would you consider having a role in the APPAA committee 2020/21?

(Please tick) YES NO

If Yes, please tick any roles which you think you might be interested in now or in the future (see 'APPAA COMMITTEE ROLES' detail in the pack), or tick 'Unsure' if you are keen to get involved, but not sure how!

We run an inclusive committee; if you want to get involved, we want you!

If you have expressed an interest in joining, we will contact you with more details so you can decide how best you can get involved. This form does not commit you to anything, but without the involvement of parents and carers from within the community, our Parents Association would not be able to raise the funds that it does for all our children. If you have a skill that you feel may be useful but are unsure how best to put to good use, please do contact us and we will be happy to talk through the roles.

Our AGM will take place in the Autumn term – date TBC.

We look forward to meeting you and thank you in advance for your support!

Class Representative	
Admin Team	
Co-Treasurer/Treasurer's Assistant	
Events Organisation	
Unsure	