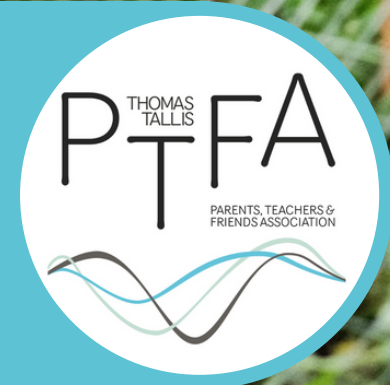


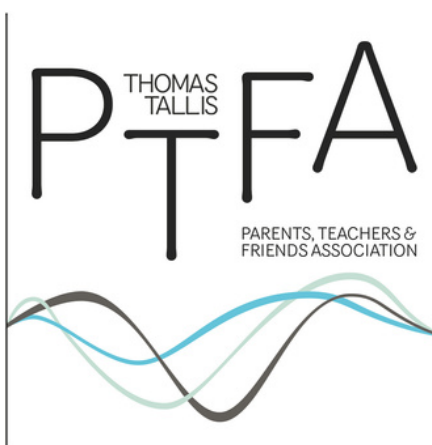


# THOMAS TALLIS SCHOOL

Parents, Teachers & Friends Association









# TABLE OF CONTENTS



 WELCOME	01
 HISTORY	02
 WHAT DO WE DO?	03
 CALENDAR OF EVENTS	11
 HOW YOU CAN BE INVOLVED	12
 GOVERNANCE	16





# WELCOME



## Welcome to Thomas Tallis Parent, Teacher & Friends Association (PTFA)

Thank you for taking the time to read this introduction to Tallis PTFA. If you would like to find out more, please join us at a Coffee Morning or Coffee Evening, or send an email to [ptfa@thomastallis.org.uk](mailto:ptfa@thomastallis.org.uk)

If you only have a couple of minutes, turn to p14 for a list of four things you can do today from the comfort of your phone. If you have a little longer, browse through the ways we helped support, mentor and fundraise across the year groups last year and the many ways you can be involved with as much or as little time as you have available.

Tallis PTFA is almost certainly nothing like your Primary School PTA experience. Here, you won't find people with clipboards at the gates, or termly bake sales. You will, however, find Cabaret Hullabaloo, 6th Form lead Coffee Shops, Front of House teams, an online Pre-Loved Uniform Shop, Cost-of-a-Coffee fundraising and collaborations with Charities like ComputerAid who support our Tech for Tallis initiative. Stick with us and you are also very likely to find lasting friendships, get to know the school site and staff in a much less formal setting and without even realising it's happening, become an indispensable part of this incredible School where our children are already learning about the world and changing it for the better.

I am delighted to welcome you on this journey with us and I hope to meet you in person very soon.

**Debbie Joyce, Chair PTFA**





# HISTORY



The Thomas Tallis Parent Teacher Association has existed in many forms. The current structure started to take shape in 2017 when we rebranded as Thomas Tallis Parent Teacher **and Friends** Association and became a **registered Charity** enabling us to apply for grants that are not available to Schools, and to claim 25% GiftAid on donations from UK tax payers.

We have worked hard to ensure our Constitution and Governing Document accurately reflect our aims and activities, and to engage effectively with both Thomas Tallis Senior Leadership Team and the Board of Governors to align the priorities of all three bodies and amplify their combined effect.

**Our primary goal remains to support our whole lively and vibrant Tallis community through a programme of mentoring, fundraising and innovative, fun activities.**



# SUPPORT

## WHAT DO WE DO?

Last year we launched the **online PTFA Shop** on Shopify focussing on making pre-loved Uniform easily accessible for everyone. We are very grateful to the Main Reception Team for embracing this initiative and managing the day-to-day sales. Stock and Inventory and looked after by our volunteers.



We fund **workshops** and **visiting experts** where free places or travel are not available.

The **Community Garden** provides a quiet space or hands-on activity for students when they need it. It is enthusiastically supported by our volunteer **Tallis Gardeners** and student **Wildlife Gardening Clubs** under the leadership of Mr Baker.







# SUPPORT



We provide **Front of House** expertise to all School performances. The '**Big Grey Bag**' contains everything needed to run the bar and tuck shop (including card readers and float), put up signage, check tickets at the door and give out programmes, taking the pressure off teachers and making it easy to volunteer.

Event signage

Cash float

Standalone Zettle card reader terminals with barcode scanners, charging cables and power pack, linked to online inventory and Shopify uniform shop

Stationery, including Post-Its, sharpies, pens, pencils, markers, labels, sellotape, double-sided tape, blue-tac notice board pins

Event-specific setup and Breakdown instructions

Mini pencils and tubs

Volunteer list, contact numbers, roles and responsibilities

Macro card





# MENTOR

imPROVE  
DEVELOP  
TRAINING  
MOTIVATE  
COACHING  
INSPIRE

The **GCSE Dance** Students desperately wanted a uniform to help them feel, as well as perform as, a professional dance company and the department wanted these to be free to students. We worked with the them to find a sponsor for 2022/23 cohort and we will mentor 2023/24 classes to create and deliver their own fundraising plan.

Ten Tallis 6th Form Students volunteered at the **2023 European Youth Olympic Festival** and to keep costs down they needed to raise £200 each. We created crowdfunding and individual peer-to-peer online fundraising pages for them including their own compelling statements for why people should donate, and mentored them in event fundraising to raise money as a group. They chose for any excess funds to be used to support other students to attend trips next year.



We provide a smaller version of the Big Grey Bag specifically to cater for the needs of 6th Form so that they always have access to card readers, float and signage.

We mentor the **6th Form Prom Committee** to fundraise throughout the year, helping them to deliver the **Parents Evening Coffee Shop, Raffles and Sales**





# ENGAGE

Throughout the year we run events to engage parents, friends, students, teachers, alumni and sponsors.



We have our own page on the School **website** [www.thomastallisschool.com/ptfa](http://www.thomastallisschool.com/ptfa) and you can find us **@TallisPTFA** on **Social Media**. Some ideas that have been suggested for 2023/24 events are Board Games Nights, Tallis Escape Room, Summer Garden Party, 5-A-Side Football team ... and we always welcome new ideas!



BUY TICKETS

## Cabaret Hullabaloo

We are very excited that Jon Hicks (yr8 parent) will be bringing us another evening of hilarity live on stage in the Main Hall next term!

Keep an eye on our social media pages for links to tickets as we have a max capacity of only 250.



BUY TICKETS

## The Big PTA Cash Draw

Each £3 ticket gives you a chance to win any of the 6 draws worth up to £5,000 each and 50% of the ticket price goes directly to Thomas Tallis PTFA.

For the Summer Raffle, we sold 742 tickets raising a phenomenal £1,113!

Congratulations to our Yr 10 family who won one of the daily draws in the 2021 Christmas Raffle which was the very first Big PTA Raffle we participated in!



STALLS

## Tallis Christmas Market

This year we are supporting #ShopLocal by showcasing a local business every day throughout Advent.

If you have a business that you would like us to feature, please email or send us a message on our Social pages.

We aim to have a relaxed catchup **Coffee Morning** or **Coffee Evening** with the trustees at least once every half term where we can talk what's been happening in PTFA and let you know about upcoming events.



**Cabaret Hullabaloo** is an annual comedy highlight brought to Tallis by parent and West End Performer, Jon Hicks and includes opportunities for students considering a career in stage performance to spend a day rehearsing with professional performers before taking part in the show.



# FUNDRAISE



Monthly Giving

Our **Cost-of-a-Coffee Supporters** pledge the cost of a £2.50 take-away coffee every month. Our aim is to find a Cost-of-a-Coffee Supporter for every young person in Tallis. In just 1 year, this would raise £60,000!

**Monthly Giving**, whether it's £1 or £50 is the life-blood of every Charity, enabling confident budgeting, planning and approval of School's funding requests.

If you are able to, please consider joining our Cost-of-a-Coffee supporters who enable us to fund projects across the School.





# FUNDRAISE



Bidding for **grants** has been shown to have the biggest return on time investment of all fundraising methods. This year we will be applying for grants that are available to Charities but not schools, to maximise the range of funders available.



**Easyfundraising** allows you to collect free donations while shopping online (including Sainsbury's, Aldi and John Lewis). With **PayPal Giving**, you can add a small donation to PTFA as your chosen Charity every time you checkout with PayPal.



As a charity, we can claim **GiftAid** on all donations (not sales) made by UK tax payers which enables us to collect an extra 25% of the donated amount at no extra cost to you. That means, we can turn every £10 donation into a £12.50 donation.



# FUNDRAISE



We run **ticketed fundraising events** throughout the year where we serve refreshments (cash and card), collect donations (cash and card) and give guests the opportunity to sign up to be a **Cost-for-a-Coffee Suppoter**. When we provide this for school performances, all donations and profit go directly to that department. So, if we are supporting a dance production, dance will receive all the profit from refreshment sales and any donations taken at that event.

In addition to raising money for our own Charity, we also raise money for other Charities. Last year, we raised money for **Macmillan Cancer Support**, the Turkey/Syria Earthquake Appeal with **Save the Children** and **War Child**.

**MACMILLAN**  
CANCER SUPPORT







# FUNDRAISE



**Tech for Tallis 2023** aims to address the ongoing need for laptops across the year groups to ensure that students who are not able to access technology away from School are not digitally excluded from educational opportunities.

**We are working with the Senior Leadership Team and ComputerAid to source free and reduced cost reconditioned laptops.**

If you are able to, please consider making a donation towards the cost of a laptop for a student who is unable to access their work outside of school or **join our Cost-of-a-Coffee supporters** who enable us to fund projects like this across the School including Tech for Tallis 2023.





Please visit our webpage for the most up to date event information  
[www.thomastallisschool.com/ptfa](http://www.thomastallisschool.com/ptfa)



# CALENDAR OF EVENTS 2023/24

## Autumn Term

### Planning

- Christmas Cards Project (Nov/Dec)
- Cabaret Hullabaloo (early Nov)
- Tallis Gardeners (Sept-Oct)
- Wine tasting (early Dec)
- Big PTA Cash Draw (Dec)
- Festival of Light (Dec)

### Activities / Events

- Welcome Coffee Morning
- Settling Evenings
- 6th Form Coffee Shop (Open Evening)
- Macmillan Coffee Morning
- AGM
- **Yr7 & Yr12 Social Events**

## Half Term

### Planning

- Coffee Evening
- Quiz Night
- Tallis Escape Room (March)
- Music Recital

### Activities / Events

- Christmas Cards Project (Nov/Dec)
- **Cabaret Hullabaloo (early Nov)**
- Coffee Morning
- 6th Form Coffee Shop (Parents Evenings)
- **Wine tasting (early Dec)**
- Festival of Light

Christmas Holidays

## Winter Term

### Planning

- Update PTFA Welcome Pack (March)
- Coffee Morning
- Tallis Gardeners (March-July)
- Tallis Escape Room (March)

### Activities / Events

- Coffee Evening
- 6th Form Coffee Shop (Parents Evenings)
- **Quiz Night**
- Music Recital

## Half Term

### Planning

- Cabaret Hullabaloo (March)
- Coffee Evening
- Dance Showcases
- Summer Festival

### Activities / Events

- Coffee Morning
- Tallis Gardeners
- 6th Form Coffee Shops (Parents Evening)
- Print/Email PTFA Welcome Pack
- **Tallis Escape Room**

Easter Holidays

## Summer Term

### Planning

- The Big PTA Summer Raffle (July)
- Coffee Morning
- Tallis Gardeners 'Pick-your-own-Picnic'
- Pre-loved Uniform Sales (July)
- Summer Festival (July)

### Activities / Events

- Coffee Evening
- Tallis Gardeners
- 6th Form Coffee Shop (Parents Evenings)
- GCSE Dance Showcase
- A-Level Dance Showcase

## Half Term

### Planning

- AGM (Sept)
- Settling Evenings (Sept)
- Yr7's Social Event (Sept)
- Yr12's Social Event (Sept)

### Activities / Events

- Coffee Morning
- Pre-loved Uniform Sales (July)
- Tallis Gardeners '**Pick-your-own-Picnic**'
- Big PTFA Summer Raffle (July)
- **Summer Festival (July)**

Full details on the PTFA website. Email [ptfa@thomastallis.org.uk](mailto:ptfa@thomastallis.org.uk) or message us on any of our Social Media platforms @TallisPTFA

## HOW YOU CAN BE INVOLVED



There are many ways to be involved with Tallis PTFA and you can be involved as much or as little as you like. Please see the list below to give you an idea of the types of things you might like to be involved with and an estimate of how much time commitment each may require. Please do get in touch if there is anything else you would like to take part in that is not mentioned below. Full training and materials are provided for all our volunteers.

- Help with 6th Form Coffee Shops (3hrs/event)
- Manage the Coffee Mornings and/or Coffee Evening (3hrs/half term)
- Be part of the pre-loved uniform team (1hr/week)
- Lead an event (Planning: 1hr/week for 4-6 weeks and Event Management on the night: 4hrs)
- Help serve refreshments at a performance (30min-1hr setup and/or 45min pre-show service and/or 20min interval service (if needed) and/or 30min clear away)
- Hand out programmes and check in guests at a performance (45min/performance)
- Become a Tallis Community Gardener (1hr/half term)
- Attend events (2hrs/event)
- Help us submit grant applications (2-4hrs/week)
- Become a trips chaperone (1 school day/trip)
- Join the Design & Technology Shopping team (1hr/week)
- Follow us @TallisPTFA
- Read our weekly newsletter
- Register to receive PTFA emails
- Create a new Event or Club
- Help produce the Newsletter (1-2 hours/week)
- Manage our Social Media Channels (1hr per week)
- Become a trustee (1hr/week Trustees meeting plus work in your specific area e.g. Vice Chair 2hrs/week)
- Find out if your company supports Match Funding





## FOUR THINGS YOU CAN DO TODAY



1

**Join our Cost-of-a-Coffee supporters**

**Imagine if every student at Tallis was supported by the price of a £2.50 take-away coffee every month. In just 1 year, we would raise £60,000!**

If you are able to, please consider joining our Cost-of-a-Coffee supporters



2

**Signup to our mailing list**

**And be the first to know about new events and opportunities.**

We promise not to bombard you and if you would rather take part in events than set them up, that's absolutely fine! Also look out for our weekly section in the School Newsletter every Monday.



3

**Select 'Thomas Tallis PTFA' as your PayPal Giving Charity**

**Every time you checkout with PayPal, you can add a small donation to PTFA as your chosen Charity**



4

**Sign-up for EasyFundraising and collect free donations for PTFA while shopping online**

**Easyfundraising allows you to collect free donations while shopping online (including Sainsbury's, Aldi and John Lewis).**

There is also a reminder widget to help you remember to shop through the EasyFundraising website when you visit a participating online shop



# BENEFITS OF VOLUNTEERING



As well as supporting School by raising much needed funds, volunteering with PTFA allows you to get to know the School and staff in a more informal setting, helping both to feel connected and valued. You will be able to put faces to names, understand the school layout and be familiar with the site in a way that isn't normally possible.

Every volunteer gets something different from their volunteering experience, including the opportunity to:

- make a positive difference to students, staff and other parents/carers
- improve self esteem, confidence and wellbeing
- gain invaluable work experience
- receive high quality training and develop new skills
- use existing skills and knowledge to benefit the school community
- meet new people from a range of backgrounds
- feel valued and part of a team
- achieve better work life ballance
- change the way things work for the better

# GOVERNANCE

## CHARITY GOVERNING DOCUMENT



Adopted 13 November 2017 as amended on 23 February 2022

### **Charitable objects**

To advance the education of pupils in the school in particular by:

1. Developing relationships between the staff, parents and others associated with the school
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils





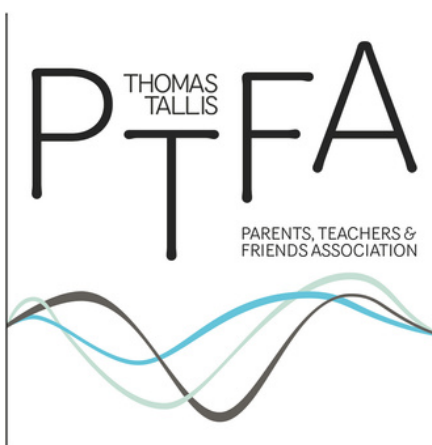
As part of our work to ensure our Constitution aligns with our Activities, these are our aims for this year.

## GOVERNANCE AIMS

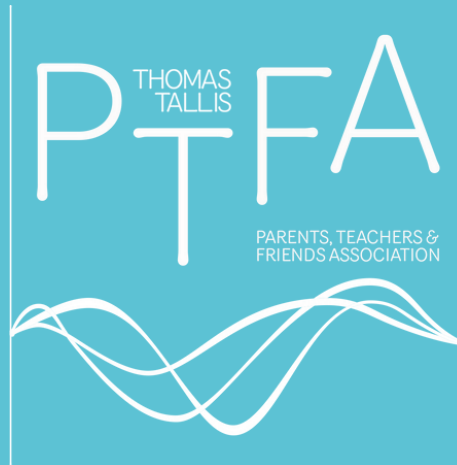


- **To nurture parent, teacher and friend relationships that are mutually supportive through:**
  - Social Events (e.g. productions, coffee mornings, gardening days)
  - Business Friends Programme (sponsorships, logo, discounts, promotions)
- **To provide Front of House expertise for School Events**
- **To mentor students in Fundraising and Event Management including:**
  - Prom fundraising
  - Parents Evening Coffee Shop
  - European Youth Olympic Games Festival Volunteers
- **To make it easy for anyone to make a donation**
- **To raise sufficient funds to support identified School activities via:**
  - Grants
  - Events
  - Fundraising Campaigns
    - Recurring 'Cost-of-a-Coffee' and One-off Donations, Social Media Donation Buttons, Easy Fundraising, PayPal Giving, Bank Transfers, Online Shop, Tech for Tallis.
- **To make it easy to volunteer with the PTFA and to ensure volunteers feel valued and empowered with a clear purpose**
- **To engage in succession planning**
- **To maintain a central repository of information and how-to guides within School systems**









@ tallisptfa

✉ ptfa@thomastallis.org.uk

🌐 [www.thomastallisschool.com/ptfa](http://www.thomastallisschool.com/ptfa)

Charity No.1178258

**Trustees**

Debbie Joyce - Chair & Yr7/Yr10 Parent

Michelle Springer - Tallis Senior Leadership Team Trustee

Sacha McArdle - Secretary & Yr8/Yr10 Parent

Stuart Popple - Treasurer & Yr9 Parent