



# Handbook for Parents



Father Christmas' Elves



Wine tasting

## INTRODUCTION TO THE GAYHURST PARENTS ASSOCIATION (GPA)

Hello! I'm Rozet Shah - a parent of boy/girl twins in Year 1, who will move into Year 2 in September 2019. I've been the GPA Chair for both the 2017/18 and 2018/19 academic years and whilst it has been hard work, it has also been very rewarding.

I am aware that some of you are probably completely new to the School, whilst others may have older children at the School. Either way, I thought it might be helpful to say a few words about what the role and purpose of the GPA is meant to be.

The GPA is an unincorporated association comprised of volunteer parents from the School. As these parents also have other roles/jobs, it is commendable that they give up their time and effort to help the GPA carry out its objectives.

### **The GPA committee is typically made up of:**

- Key Post Holders (Chair, Deputy Chair, Treasurer, Secretary); and
- "Parent reps" (generally each class puts forward at least one person to be a parent representative).

### **The objectives of the GPA are to:**

- arrange social activities and events for the benefit of the School community (namely, the children, parents and staff);
- raise funds for the benefit of the School and chosen charities;
- provide a welcoming service for new parents; and
- help foster positive relationships between staff, parents and others associated with the School.

As you can see, it's all important stuff!

You will find more information in the rest of this brochure about what kinds of events and activities the GPA holds to meet its objectives. There is also information about where GPA funds have been spent in recent years, such as buying wish-list items for the School and making charitable donations.

You can also find information about how you can get involved with the GPA - it is only with the help of parent representatives and parent volunteers that we can do what we do!

Kind regards

Rozet Shah  
GPA Chair 2017/2018 and 2018/19  
gpa@gayhurstschool.co.uk

## **ROLE OF A PARENT REPRESENTATIVE ("PARENT REP")**

Historically, each class used to put forward one person to act as class representative ("class rep") to sit on the GPA committee. In more recent years, the GPA has seen a shift to representatives that act for the whole year group, rather than just for a particular class, sharing the responsibilities between them to work more efficiently and to avoid duplication of effort. It's therefore more accurate to refer to them as a "parent rep" instead.

**The main responsibilities of a class/parent rep are to:**

### **School focused**

- Act as a communication link between the School/the teachers and existing parents in a class or year group (for example, sending reminders about events)
- Act as a communication point for new parents joining the School
- Attend the Parents' Forum on a termly basis with the Headmaster (this is an opportunity for parents to provide constructive feedback on School-related matters and work in partnership with the School on identifying and discussing future developments.)

## Class focused

- Collate information for the contacts list and birthday list for the class/year group and keep these up to date
- Arrange collections for Christmas/Easter/end of year/leavings gifts for teachers and children
- Arrange social activities for parents and children, such as:
  - Coffee mornings
  - Parents nights out
  - Christmas and end of year gatherings
  - Holiday time get togethers and play dates

## GPA focused

- Sit on the GPA committee and attend meetings (normally one at the start of each term/half term and then as the need arises)
- Disseminate GPA information to the parents in the relevant class/year
- Help organise and co-ordinate GPA activities and GPA events
- Support GPA events by attending or volunteering (or arrange for other parent volunteers to attend or volunteer)
- Put forward, discuss and vote on “wish-list” items which will benefit the School

The GPA would simply be unable to function without all of the parent reps - it's definitely a case of many hands make light work!



School Fair



## WHAT DOES THE GPA DO?

The social objectives of the GPA are to:

- arrange social activities and events for the benefit of children, parents and staff at the School;
- provide a welcoming service for prospective parents and new parents; and
- help foster positive relationships between staff, parents and others associated with the School.

### Social Events

Your first experience of the GPA at work will probably be at a social event. The GPA runs a very full and varied calendar of events and we aim to hold a mixture of parent-only events (e.g. Quiz Night), children-only events (e.g. Movie Night) and family-friendly events (Autumn/Festive/Summer Fairs and Fireworks Night) over the course of the year.

### Open Mornings/Open Events

The GPA is also asked to help out at School open mornings and open days - sometimes these involve the whole School and sometimes these are specific to a particular year group. Parents who are deciding whether Gayhurst is the right choice for their child/children welcome having the opportunity to ask questions of other parents and find out more about the Gayhurst community.

### Parents' Forum

Each term, the Headmaster holds a Parents' Forum. The purpose of the Parents' Forum is to provide an opportunity for parents to provide constructive feedback (via the parent reps, who are all invited to attend) on School-related matters. With the Headmaster in attendance as well as parent reps from other year groups, it's a great opportunity to work in partnership with the school to discuss and review school operations, share ideas on areas for development (from a parental perspective) and provide praise for a job well done.

## FUNDRAISING

The GPA's other main objective is to raise funds for the School and chosen charities.

### School Wishlist Items

The main beneficiary of GPA fundraising is the School. Over the past two years, the GPA has been able to approve the purchase of the following items:

- woodland play equipment (£10,700) in 2017 and more recently, half of the cost of bark chippings in the woodland play area (£2,750)
- outdoor table tennis and table football tables (£2,700)
- digital piano for the Music Department (£4400)
- play equipment for the Nursery (£200) and a microwave (£90)
- chiller display unit for the Kitchen (£2,800)
- a set of microbit units for the Science Department (£160)
- the implementation costs of the Accelerated Reader Programme, (£7,000) and new shelving and storage units for the Library (£1,000)
- mini garden area by the Junior School (£1,300)
- two outdoor clocks with Gayhurst branding (£1,255)

Due to the generosity of parent reps, the GPA has also been to donate a drone to the School to take aerial photographs as well as supper club play items.

### Supporting other Charities

From time to time, the GPA also decides to support external charities.

- Child Bereavement UK was the chosen charity for the Summer term in 2018. The GPA was able to donate £1,900, all raised from events that were held in the Summer term.

- The RSPCA received a donation of £100, a charity supported by the Year 5 pom-pom stall at the Summer Fair held in June 2018.
- WellChild is the chosen charity for the Summer term in 2019. It will receive half of all proceeds from the Summer Party and other Summer term events.

## Treats for the Children at School

In most cases, the GPA decides to fundraise by charging an entry fee or stall/game fees at events. However, we also like to offer free GPA-funded treats every now and again, which have included:

- Christmas pantomime - the GPA pays for a pantomime performance by an external theatre company for the Junior School children.
- Santa's Grotto - the GPA decorates a Grotto area for the Junior School children and funds the purchase of a small Christmas gift for each child.
- Movie Night 2018 - last year, the GPA put on two free Movie Nights for children in Years 3&4 and Years 5&6, complete with popcorn!
- Balloon modellers at the Autumn/Festive/Summer Fairs and a very popular Virtual Reality game at the Summer Fair in 2018.
- Ice cream treat - The GPA arranged for an ice cream van to visit the School in June 2019 and every child and member of staff was able to choose between an ice cream cone or an ice lolly, free of charge.



Ice creams & lollies



Christmas Pantomime

## HOW CAN YOU GET INVOLVED?

If you'd like more information on how to get involved with the GPA or would like to just volunteer on an ad hoc basis for a specific GPA event, then please reach out to Rozet Shah or any member of the GPA committee.

### Contact Details

You can email the GPA on [gpa@gayhurstschool.co.uk](mailto:gpa@gayhurstschool.co.uk) with your questions, comments and feedback on events.

You can also leave a note in the GPA tray, which is situated in the School Office.

### CURRENT COMMITTEE MEMBERS

	2018/2019 academic year	2019/2020 academic year
GPA Chair	Rozet Shah	Rozet Shah (Autumn term only)
Deputy Chair(s)	Brad Hyett	TBC
	Saori Amos-Yeo	TBC
Treasurer	Nicole Wood	Julianne Li
Secretaray	Sara Reading	Claire Wheeler
Social media rep	Katie Taylor	Sarah Laventure

Film night

