Friends of KGPS

Handbook

2023-24

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A MESSAGE FROM THE FRIENDS OF KGPS

Welcome to the Friends of Kew Green Preparatory School (The Friends). As a parent of a child attending Kew Green, you are automatically a member of this special community.

Previously known as the Kew Green Parent Teacher Association, we changed our name to the Friends of Kew Green Preparatory School to reflect our membership of parents, teachers, staff, including alumni. The Friends of KGPS is a member of the ParentKind, previously the National Conference of Parent Teacher Associations.

The Friends are led by the Friends Committee (see page 6) who organise a busy diary of school events and initiatives that take place throughout the school year to maintain a strong school community. They work closely with Class Representatives who support the Friends events and initiatives, and act as the parent voice for the school.

Currently the Friends of KGPS Executive Committee is comprised of five officers, each serving on the Committee for up to two years (see page 6 for the details). All parents are welcome to volunteer for a role on the Executive Committee. See Appendix 1 for more information on roles.

The main events organised by the Friends each year are:

- Kewchella (this takes place at the start of the new school year in September)
- Spring Term Quiz Night
- Summer Term Fair

With your involvement and support, we hope these events will continue to be a huge success enjoyed by the whole school community.

We also work with the school to deliver the school outreach and citizenship strategy, coordinating fundraising and other initiatives to support our local and wider community through our chosen charities.

We would like to encourage you to get involved as much as possible as your ideas, suggestions and input is important. We meet twice a term as a parent group with either the Headteacher or Deputy Headteacher.

Please contact either your Class Reps or any of the Committee, in person or through email, if you want to find out more. Our contact details are included in this handbook.

We look forward to meeting you.

The Friends of Kew Green Executive Committee

FRIENDS OF KGPS MISSION STATEMENT

MISSION STATEMENT

The mission of the Friends is to:

- Support and enhance the social fabric of the school bringing together children, parents, teachers and staff.
- To represent the parent voice for the school.
- To support initiatives and fundraising for chosen charities.

To achieve these objectives, the Friends:

- Encourage parental involvement in the school.
- Provide the opportunity for parents to discuss school-related matters with the school.
- Organise social occasions, events and activities for children, parents and staff.
- Carry out fundraising ventures and initiatives to support our nominated charities and work with the school's outreach and citizenship strategy.
- Convene a meeting twice per term to report on activities, discuss matters of concern, make decisions by a majority vote of the attending committee members and discuss school-matters with either the Headteacher or Deputy Headteacher.

The following guidelines are designed to support these objectives:

- We are a not-for-profit, charitable organisation comprised of parent volunteers. The net proceeds of all social and fundraising events will either be donated to nominated charities or used to fund other activities within our mission and objectives.
- As KGPS is a well-funded and equipped private school, the Friends will not provide funding to support day-to-day activities or basic school equipment or infrastructure. Friends may, on occasion choose to fund/support non-curricular school projects that are over and above the normal school routine that benefit the school and its pupils.
- We will not become involved in core educational issues, or pastoral issues concerning specific children. The school has an open-door policy, and any such issues should be raised directly with the child's class teacher, to the Head of Early Years/ Head of Year 1 & 2 / Upper School as appropriate, or with the Deputy Headteacher or Headteacher.

- Friends support a range of local charities:
    - The primary charity supported by Friends should support less privileged children and families in London.
    - Each year, the children, through the School Council will select an additional local charity to support with a one-off grant.
    - Additional charities will be supported through e.g. the Harvest Festival, Christmas Toy Drive and other activities.
- Funds raised by Friends of KGPS, where the annual net proceeds for the year are X, are allocated as follows:
    - £2,000 is allocated to the charity selected by the children in School Council.
    - 75% of (X less £2,000) is donated to the nominated primary charity.
    - The remainder is retained by Friends to cover up front costs for social events and activities, to cover its minimal running costs, to fund discretional projects for the school and to use for other purposes that serve the mission and objectives of Friends by agreement of a majority vote of the committee.
    - 100% of funds and/or donation raised by certain activities, including e.g. the Harvest Festival and Christmas Toy Drive are donated directly to charities

FRIENDS OF KGPS MEETINGS

Meetings are currently scheduled for 9am on Friday mornings, once per half term and to be held at venue close to school (usually the Coach and Horses on Kew Green).

While all parents are welcome to attend, the Executive Committee and at least one Class Rep from each class are expected to do so. The Headteacher or Deputy Headteacher also attend.

FRIENDS OF KGPS & ROLES

EXECUTIVE COMMITTEE 2023-24

CHAIR	VICE CHAIR	SECRETARY	TREASURER
Belita Amlot	Rachael Davies		Rob Mukherjee
07837 662026	07788 643824		07739 458 013

CHARITY LEADS

Sinem Erenturk

email: friendsofkew@kgps.co.uk

COORDINATORS:

HARVEST FESTIVAL

Nadia Alger and Kat Nadj

CHRISTMAS CARDS

TBC

CHRISTMAS TOY DRIVE

TBC

SECOND HAND UNIFORM

Jill Kilgallen

BOOK SALES

Ruth Gandhi

EVENTS:

KEWCHELLA (SEPTEMBER 2023)

Rachael Davies, Nadia Alger, Sara Adams

QUIZ NIGHT (FEBRUARY 2024)

TBC

SUMMER FAIR COMMITTEE (JUNE 2024)

Jill Kilgallen and Jordan Appiah-Kusi

The Executive Committee posts news, announcements, meeting schedules, agendas, and minutes in the Friends section of My School Portal. Following the half-termly meeting, Class Reps will update classes with any discussion points and feedback from the school.

The Friends also distribute information via the school's email system, WhatsApp chat groups and via the Reps, as well as posting updates on the notice board that hangs on the first shed on the right as you enter the school.

While the Class Reps are parents' first point of contact for the Friends, parents are invited to contact the Executive Committee members directly with questions or suggestions.

Contact details

Executive Committee: friendsofkew@kgps.co.uk

Messages sent to the above account are received by the Secretary and forwarded to the appropriate person. See also page 6 for further contact details for individual Committee members.

Parents can also send written correspondence, cheques, etc. to the Friends via the Friends Letterbox which is located in the corridor outside the School Secretary's office and checked regularly.

CHARITABLE STATUS

The Friends of Kew Green Preparatory School is a Registered Charity no. 1141929.

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 an association and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Executive Committee members.

Being a registered charity enables the Friends of KGPS 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.

All cheques written to the Friends must be made payable to 'Friends of KGPS.

APPENDICES

Appendix 1: Roles

Appendix 2: Guidelines for cake sales

Appendix 3: Uniform

Appendix 4: Partnership in support of The Friends

APPENDIX 1: ROLES

THE ROLE OF THE EXECUTIVE COMMITTEE

The Executive Committee includes the Chair, Vice Chair, Secretary, Treasurer and Charity Lead and are collectively responsible for the running of the Friends. The Executive Committee may also be class representatives although this is not required. The Chair, Vice Chair, Secretary, Treasurer are trustees of the Friends of KGPS.

THE CHAIR

The Chair serves for one academic year and a maximum of two years. Their term begins at the first meeting in September.

The Chair works closely with the Vice Chair, Treasurer, Secretary and Charity Lead to ensure that the Friends runs effectively. The Chair is a signatory for the Friends' bank account, along with the Vice Chair, Secretary and Treasurer.

KEY RESPONSIBILITIES:

- Provide leadership and ensure the Executive Committee fulfils its role in respect of governance of the association
- Welcome and involve new members
- With the Secretary, set the agenda for meetings
- Chair meetings, ensuring the agenda is followed and that all business is covered
- Approve meeting minutes
- Co-author the annual report, with the Secretary
- Introduce the Friends at the Reception induction morning and/or new parent drinks
- Regularly connect with the Headteacher and Deputy Headteacher

THE VICE CHAIR

The Vice Chair serves for one year and a maximum of two years. Their term begins at the first meeting in September.

The Vice Chair works with the Chair to ensure that the Friends runs effectively and is a signatory for the Friends' bank account.

Key responsibilities:

- Support event coordinators and ad hoc sub-committees
- Support and if needed, deputise for the Chair in his/her responsibilities above
- Maintain the Friends Notice Board
- Act as Charity Lead in the absence of a separate volunteer (see role description on Page 11)

THE SECRETARY

The Secretary serves in this position for two years. Their term begins at the first meeting in September.

The Secretary is responsible for ensuring that there is effective communication between committee members and between the Friends and the school. The Secretary deals with correspondence that the Friends receive and helps the Chair ensure that committee meetings run smoothly. As well as dealing with correspondence, the Secretary makes bookings and other arrangements for meetings and events.

Key responsibilities:

- Send, answer, and report on correspondence as requested by the Executive Committee
- Maintain the Friends Handbook
- Maintain calendar of Friends events via School Portal
- Make meeting arrangements
- Send out calls to meetings, giving plenty of notice
- With the Chair, set the agenda for meetings
- Write up the minutes of meetings, distribute them to all Executive Committee members and Class Reps, and post them on the Friends section of the School Portal
- Keep a record of attendance at meetings

THE TREASURER

The Treasurer serves in this position for two years. Their term begins at the first meeting in September.

The Treasurer reports on the Friends' current financial position at each meeting and this should be recorded in the minutes. The report includes an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken are recorded in the minutes of the meeting.

The Treasurer operates the bank account, reconciles the bank statements, and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer retains the chequebook and arranges for payments to be authorised by a second signatory if necessary, ensuring any regular payments are made on time to guarantee benefits and take advantage of any discounts. Once processed, the original invoices are kept by the Treasurer. The Treasurer consults with the bank or building society regarding the availability of higher-rate interest accounts.

Key responsibilities:

- Maintain accurate and detailed records of income and expenditures
- Prepare and co-sign cheques as required

- Present a financial report at each meeting (verbal or written)
- Count and bank monies
- Provide and account for cash floats at events
- Liaise with the bank
- Make approved payments and pay agreed expenses
- Prepare annual accounts and liaise with the independent examiner of accounts
- Ensure the committee has agreed appropriate procedures for the handling of financial matters
- Completes Charities Commission Annual Report.

THE CHARITY LEAD

The Charity Lead serves in this position for two years. Their term begins at the first meeting in September.

The Charity Lead is responsible for coordinating charitable activities and is the key point of contact for communications with supported charities. The Charity Lead also works with the coordinators for other charitable activities through the year.

Key responsibilities:

- Act as liaison between the School and Friends and that year's chosen charity.
- Work with the school to arrange assemblies and/or workshops to be delivered for the children to support the outreach and citizenship strategy, including chosen charities.
- Work with the Harvest Festival Coordinators to find suitable charities to accept food donations.
- Working with the Christmas Toy Drive Coordinator to find suitable local charity/charities to accept toy or other festive donations in December.
- Assuring that all surplus, unbranded school uniform not sold in the uniform sale is distributed to charity rather than thrown away.
- Attend Friends of KGPS meetings to brief on above and update school display cases or bulletin boards.

THE ROLE OF CLASS REPRESENTATIVES

Each class at KGPS has two Class Representatives who serve as the link between individual classes, the school and the Friends. Class Reps hold their posts for one academic year.

All classes are asked to appoint their Class Reps in June for the following academic year. If more than two parents in each class volunteers to serve as Class Rep, the class is encouraged to hold an election. The Reception classes choose their Class Reps at the Reception parents' coffee morning during the first week of the Autumn Term.

RESPONSIBILITIES OF THE CLASS REPS:

Maintain a class list:

The Class Reps are responsible for maintaining and distributing a contact list for the families in their class. They inform parents of any changes to the class list.

Welcome new parents:

When new children join the class, Class Reps contact their parents, introduce them to the rest of the parents in the class and ensure that they are given a class list and Friends information.

Attend Friends meetings:

At least one Rep from each year group should attend each Friends meeting. Meetings are held local to school and occur no more than twice each term, on a Friday at 9am. If neither Rep from one class can attend a meeting, they find a volunteer from their class to take their place. The Class Rep will share any important information from the meetings with their classes.

Liaise with the Class Teacher:

The Class Reps liaise with the Class Teacher as the parent voice, helping to coordinate parental support where needed. E.g., support with reading, class trips and any other activities which may require parent support.

Assist at school/Friends events:

Class Reps are asked to help maintain parent engagement and support from the parents in their classes with school and Friends events. E.g., assisting with second-hand uniform sale.

Organise cake sales:

The Friends cake sale is held every other Thursday after school, with a different class taking responsibility each week for providing (nut free) cakes and biscuits and operating the stall. The rota is published at the start of each new term and will be available on the Friends website and the school calendar.

Organise class social events:

Class Reps traditionally arrange social events for parents such as coffee mornings and end-of-term parties for the parents in their class, or both classes in their year. They also usually coordinate class gifts to the teacher.

The Class Reps' responsibilities do not include:

- Involvement with academic issues or concerns about individual children. Parents pursue these concerns first with the class teacher, and if necessary, with the Heads of Upper or Lower School, the Deputy Headteacher, or the Headteacher.
- Co-ordinating the communication for the school calendar or whole-school communication which all parents receive.

COORDINATORS AND COMMITTEES

Class Reps, as the Friends of KGPS, often take on roles coordinating or helping with the various events and activities including, but not limited to those outlined below. However all parents are encouraged to play an active role and to participate in these activities whether or not they are a class rep:

AUTUMN TERM SOCIAL EVENT COMMITTEE

- The committee arranges the first social event of the school year – usually held in late September and is normally coordinated with the new parent drinks arranged by the school. This event has been known as KewChella and the Summer Swing in recent years. The committee arrange all aspects of the evening including drinks and catering, decorations, tickets and associated fundraising activities - e.g., Raffle.

QUIZ NIGHT COMMITTEE

- The Quiz night committee arranges the Quiz Night held in Spring Term. The organising committee will schedule the night, book venues and develop the Quiz including, if possible, a round with involvement from the children e.g. a video round. The committee will arrange food/drinks, sell tickets and ensure smooth running of the event.

SUMMER FAIR COMMITTEE

- The Summer Fair committee will make all arrangements for the overarching requirements of the fair, such as dates, licences, food provisions, entertainment, local neighbourhood communication, finance management, inflatable activity management, school liaison and on the day set up/running take down management. The committee will also be the key liaison with all Class Reps regarding their specific stalls.

SECOND HAND UNIFORM SALE COORDINATOR

- The Second-hand Uniform coordinator organises the termly uniform sales. The coordinator communicates with School to schedule dates and communicates arrangements for donations etc. to parents they also engage helpers to sort the uniform in advance of the sale (2-3 additional helpers) and to set up and staff the stall (5-6 helpers).

HARVEST FESTIVAL COORDINATOR(S)

- Working with the Charity Lead to find suitable charities to accept food donations, finding out what donations are most needed, and assuring that charity representatives speak to the

children during the festival about what the donations mean to vulnerable people and the community. If there is an opportunity for upper school children to visit the charity in person and present back to their classes, it should be arranged.

CHRISTMAS CARD COORDINATOR

- The Christmas card coordinator makes arrangements with Cauliflower Christmas Cards for forms, submission and delivery dates, they also manage the distribution of forms to children (in advance of October half term) and collection and submission of the completed forms following the half term break. They then ensure that the cards are distributed to the relevant classes on delivery.

CHRISTMAS GIFT DRIVE COORDINATOR(S)

- Working with the Charity Lead to identify suitable local charity/charities to accept toy or other festive donations in December. (Beyond the Bow can be helpful in this.) Finding out what types of toys or gifts are needed, communicating to school and parents, and arranging delivery of wrapped gifts from school to the charity.

TERMLY BOOK SALES COORDINATOR

- Each term we arrange a book sale. The book sale coordinator will work with the Friends Secretary and with school to agree the dates and will arrange communications and logistics for book donations in the run up to the sale, seek volunteers to setup and staff the book sale and deal with unsold books through 1) a further sale(s) 2) offering to the school library or 3) donating to other schools/charities as appropriate.

APPENDIX 2: GUIDELINES FOR CAKE SALES

From September 2023 the KGPS Friends cake sales will be held **every other Thursday**. The cake sales are very popular, and raise a lot of money to support our charities. **All proceeds from cake sales go to the Friends charities.** Your Class Reps will remind you when it is your class's turn to organise the sale. To help you plan and make sure you've enough cakes, you should know:

- There are roughly 280 children in the school so on your class sale each parent should aim to provide about 20 cakes, biscuits, muffins, etc. If you don't have the time or talent for baking, store-bought goodies are just as welcome. Popcorn and fruit skewers are good alternatives to cake.
- Upper School are not dismissed until 3:30 p.m. Do make sure you have enough cakes for them — perhaps set some aside.
- Children who go into aftercare or clubs often miss out. Try to bring some cakes to them.
- Cakes brought to school at drop off in the morning should be left by the front window in the hall, not in the kitchen.
- Cake tins should be labelled with owners' names. Empty tins will be left overnight by the window for collection in the morning.
- Trestle tables can be found in the hall. Feel free to bring your own tablecloths if you wish to decorate your stall. Please put (clean) tables back where you found them.
- There is a cash float for cake sales. Collect it from the school office. Please return it to the office after the sale.
- All cakes should be priced at £1 each—this keeps things simple, and helps parents know how much money to send in with the children. If cakes are very small, you may wish to sell two for £1.
- On rainy days, the cake sale is held in the school hall instead of in the courtyard.
- Classes may find that arranging their sale around a theme makes it more fun for both the children and the parents.

- **ALL CAKES MUST BE COMPLETELY NUT-FREE!** "May contain nuts" does not count as nut-free.

APPENDIX 3: UNIFORM

THE PARENTS' PERSPECTIVE

- On their first day, your child should wear uniform (winter or summer depending on the weather and term) and should bring their book bags (or satchels if in Upper School) and blazers in case there is an assembly. P.E. kit, Art overalls and hats/caps will not be needed.
- You do not have to buy everything from Perry Uniform. Shirts, trousers, shorts, lower school PE trousers and shorts, cardigans, tights, and socks may be bought more cheaply from John Lewis, M&S or elsewhere. Note that only John Lewis sells pinafores in the same style sold by Perry. Check the school uniform list for details on exactly what must be bought from Perry (Which includes all KGPS branded items). Talk to your class rep or to one of the Friends team if you are unsure. John Lewis and M&S sell items in smaller sizes (i.e. from 3 years).
- Perry Uniform can take a long time to ship orders and can get your order wrong! Order early.
- Summer uniform is required in the summer term and may also be worn in the first half of the autumn term. Don't mix items from summer and winter uniforms.
- Children wear P.E. kit regularly throughout the week, whether all day, or changing from uniform. Your teacher will provide a timetable by email at the beginning of the term - so look out for it. You will probably find that it is more useful to stock up on additional spare items of P.E. kit than on uniform.
- Your child's teacher will tell you on which days blazers are required; usually just for assemblies and school trips and in most cases the children keep them in their cubby in the classroom. Some days they are worn over P.E. kit. Hats and caps are only worn for class trips and for special events, such as the Remembrance Day service.
- In terms of "accessories", children in all years require P.E. drawstring bag and art overalls. Reception use a book bag ant then Lower school children have a rucksack and Upper School children need a satchel. Swimming kit is not needed until year 2.
- There is a waterproof, fleece lined school coat available from Perry and is the only coat which should be worn for school.
- In cold weather, children may wear the KGPS scarves, KGPS wool hats, and gloves. The scarf and fleece hats are sold by Perry, who also sell the gloves but any navy blue gloves or mittens are fine. Make sure they are all labelled – they are the favourite items to go astray.

- At the regular Friends of KGPS second hand uniform sales all uniform is donated and sold on with all of the proceeds go to the Friends. Most items can be resold, shirts, grey shorts and trousers, white PE shorts are given away free of charge and those not taken are donated to charity. Dates will be on the school calendar.

- Label all items of your child's uniform clearly, including shoes and socks.

LOST UNIFORM

Lost uniform is inevitable from time to time, and most things turn up by themselves. To help, the school has the following system for returning lost items:

- Please ensure all your child's uniform is **clearly marked with their name.**
- The lost property box (outside the Reception building) will be checked weekly by school and all LABELLED items will be returned to your child.
- You are welcome to go through the lost property box to search for the item yourself.
- If your item has not reappeared after a few days, you can try to WhatsApp your class group to see if anyone has your missing item.
- Unmarked items will be disposed of at the end of each term or put into the second hand uniform sale as appropriate.

SECOND HAND UNIFORM

- A Second Hand Uniform Sale is held at least once per term. It is a great way to stock-up, save money and ensure uniform is recycled. All proceeds go to the Friends of Kew charity.
- Advance notice is given of when the sale will be held and when and how to donate any uniform.
- All KGPS branded items in addition to other uniform from Perry are sold at a significant discount. Other items included shirts, grey trousers and shorts, and white shorts are given away for free with those not taken donated to local schools, charity shops and school uniform charities as appropriate.
- We would love to receive donations of unwanted football boots. Please give them a scrub* before donating and secure them together as a pair.

PLEASE NOTE:

  - All items that are washable, must be washed
  - If blazers, hats or bags are dirty, please give them a good sponge before donating
  - We do NOT want any items with holes or stains, or any old Upper School PE kit
  - Only donate what you would be happy to buy!

- Sales are held on the gravel at the front of school, usually at drop off on a Friday morning
- We accept card payments as well as cash at the sales

*They don't need to be perfect, but we'd prefer it if they didn't come with half the pitch!

APPENDIX 4: PARTNERSHIP COMPANIES IN SUPPORT OF THE FRIENDS

There are several companies that contribute a portion of their sales to the Friends of KGPS. Please do consider shopping with them.

Easy2Name	www.easy2name.com Nametapes and other personalized items. Brochures and order forms available from the School Office, or order online. Be sure to select "Kew Green Prep TW9" as your fundraising group.
Easyfundraising	www.easyfundraising.org.uk Register as a supporter of Kew Green Preparatory School, then use the list of retailers to visit your favourite online store. Retailers include Amazon.co.uk, eBay, John Lewis, Boden, Marks & Spencer, Waterstones, and hundreds more.
Stamptastic	www.stamptastic.co.uk Enter shopping code KGP13