



Please support us!

Caroline Chisholm School Friends

We are always on the lookout for volunteers to help with a variety of things we do to help school, on site (when covid restrictions are not in place) and to assist our fundraising.

We are a “whole school” Parent Friend Association that raises money to purchase equipment to enrich our students learning. We would love to hear from you if you are able to help in any way; outlined below is an example of the type of things our volunteers do. You do not need to be a parent to volunteer, but if you are coming on to school premises, you will need a DBS check, which the Friends will arrange.

If you would like to attend one of our monthly meetings or discuss volunteering to help, please email our Chair, Kim at: friends@ccs.northants.sch.uk

DISCO TEAM HELPER (PRIMARY YR – Y6)

We like to plan on having 2 to 3 discos per year.

- Help prepare the room and clear away afterwards
- Check in the children as per the confirmed attendance list
- Pour squash and water for the children
- Assist at the sales points of tuck shop sweets and glo-sticks
- Ahead of the event, promote on social media and make tickets available to purchase on the pta events website

MINCE PIES AND MILKSHAKE HELPER (YR)

This happens each Christmas.

- Prepare tea and coffee for parents in attendance
- Prepare milkshake or alternative for children in attendance
- Record photographs of parents and children, with their permission, on behalf of school
- Keep the room tidy throughout the duration of the sessions and clear away used cups and spillages

SPORTS DAY HELPER (SECONDARY PHASE)

This happens each summer.

- Man the “refreshments break” tent
- Prepare fresh orange into segments
- Pour squash and water for the pupils

- Encourage the children to consume the fruit and drink
- Encourage the children to dispose of their litter in the bins provided, however, some litter clearing will be required

CAKE SALE HELPER (PRIMARY)

These happen each month.

- Promote the dates on Facebook school pages
- Ensure plates are sent out with the year group
- Secure student helpers. These are from KS2 for any KS1 cake sales.
- Set up tables in the Primary Playground and clear away afterwards
- Serve children and parents with their choice of cake
- Ensure all donations are counted and given to the treasurer

DRAMA PRODUCTION HELPER (SECONDARY)

These may happen 2 to 3 times per year.

- Set up refreshment area within the dining hall and clear away afterwards
- Serve refreshments to audience members prior to show start and during interval
- Ensure all donations are counted and given to the treasurer

SECOND-HAND UNIFORM SALES

This is currently split between 2 committee members but could be made into 1 person's responsibility if they wished. This is an ongoing concern throughout the year.

Website Management:

- Ensure stock quantities are correct on the PTA Events website
- Update stock quantities as and when new items are donated
- Run a stock report from website on a regular basis to allow "stock controller" to check quantities are correct

Stock Controller:

- Check all donated items are in a good, saleable condition. Destroy and dispose of any items that are not a good enough quality
- Upon receipt of orders, collate items from stock and prepare to despatch via school, or for parent collection
- Email customers to advise if item will be sent home via school (for Primary orders) or to collect (for Secondary orders)
- On a regular basis check stock quantities match with the website, by checking against the web report
- Email customers to answer queries or chase up collection.

PRIMARY CHRISTMAS CARDS

Planning starts ahead of September with organising the drawing templates into school, and returning them to the printer, for delivery of the final printed items to be delivered to school end Nov / early December.

- Liaise with school to confirm dates that drawing templates need to be completed by
- Liaise with the printer to obtain drawing templates, return the completed templates, and distribute order forms to school

- Utilise CCS Friends Facebook page, and year groups to promote deadline dates for ordering
- Take delivery of ordered goods, collate them into class orders and deliver to school to send home with the children

CHRISTMAS HAMPER RAFFLE

This happens each December.

- Assist with the collation of donated goods into equally prepared hampers
- Fold raffle tickets in preparation for the draw
- Once the draw has taken place, alongside other members, call winners to notify and arrange collection

CCS FRIENDS PRIVATE SOCIETY LOTTERY

This is an ongoing concern throughout the year.

- Promote on Facebook CCS Friends Page and year group pages
- Email application form to interested participants
- Collate application form data into an excel spreadsheet
- Check payments received on CCS Friends Mobile Banking App
- Conduct the draw at the CCS Friends meeting each month to determine a 1st, 2nd and 3rd prize winner
- Email the winners and announce on the CCS Friends Facebook page
- Ensure that Gambling Commission rules and GDPR data storing rules are adhered to
- Submit Lottery Return to council once a year
- Ensure we have ICO subscription each year (for GDPR)

SOCIAL MEDIA/MARKETING

This is an ongoing concern throughout the year.

- Design posters for forthcoming events as required
- Promote forthcoming events on the CCS Friends Facebook page and Facebook year groups
- Ensure CCS Friends information on the school website is up to date and liaise with the school administrator to update content as required
- Actively promote all fundraising efforts, particularly easyfundraising utilising Facebook and school comms if required
- Ensure that the PTA Events website is accurate and contains latest information on the News page

SCHOLASTIC BOOK FAIR (PRIMARY)

This typically happens across 2 dates twice a year to coincide with Primary Parents Evening.

- Cover either an afternoon or evening shift two days in the week when the Primary Parents Evening takes place
- Record details of all book sales and complete the transactions
- Scholastic offer a scheme to present the school with books, matched against sales