

20 Ways you can help your PSA

1. Read the PSA newsletters and notice board.
2. Attend the PSA meetings. (You do not have to be a committee member to attend the meetings.) Join the PSA Committee.
3. Support your PSA by attending the PSA events.
4. Donate your old mobile phones.
5. Always buy raffle tickets sold by the PSA!
6. Volunteer to help at an event by, for instance, running a stall, setting up, clearing up, bartending or serving food.
7. Volunteer to help with the organisation of an event. It doesn't matter if you can't help on a regular basis, or even if you can't come into school. There are always tasks that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc.
8. Donate goods for raffles and stalls especially on non-uniform days.
9. Provide discounts for goods and services.
10. Let the PSA know if you have a specialist skill such as cake making, jam making, marketing, DIY Skills, computer skills or artistic skills. The PSA requires a wide range of skills so don't be shy; let us know what you can do.
11. Let the PSA know if you have access to specialist services such as printing, entertainers, catering.
12. Let the PSA know if you have successfully run an event for another organisation which you think the PSA could replicate. (You won't be made to organise it!)
13. Give the PSA new ideas which will help us achieve our goals.
14. Help us gain the support of local businesses.
15. Find out whether your company offers a £ for £ matching scheme (see page 8) and what you have to do to take advantage of it. And then volunteer to help at an event.
16. Raise funds through shopping (see page 5&6): shop with the retailers with whom the PSA have teamed up.
17. Book your holiday and travel using easyfundraising website (see page 5&6). The website features over 60 travel companies.
18. Use Easysearch as your search engine and earn 1p for each search for the school (see page 7).
19. Take part in the 200 club (see page 3).
20. Recycle your school uniform; donate clean second-hand school uniform to the PSA for us to sell at the second hand school uniform sales starting later this year. (Look out for further information in forthcoming PSA newsletters.)

Bishops Down Primary School Parent & Staff Association



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Introduction & Purpose

This booklet has been written by the PSA and aims to give you all the information you will need about the PSA which is a major part of our school life.

If after having read it, you have any questions or comments, please get in touch with one of the PSA committee members, or ask via your class representative.

Why Do We Have A PSA?

The PSA is a fundraising group. The education budget, allocated to the school, can not fund everything the school would like to provide for our children.

The PSA raises money to spend on additional equipment and resources to give our children even more opportunities. Our spending priorities are guided by the staff, parents (via class reps) and the children themselves.

The PSA is about much more than just fundraising. It exists to provide closer links between home and school, and is an excellent way to bring staff, parents and carers together socially in support of the school whilst working towards a common goal.

All parents and members of the school community can get involved if they want to, even if they only have a small amount of time available, and all parents are automatically members of the PSA when their children join our school.

Your Comments & Feedback

If you have any comments or suggestions you would like to make about anything to do with the PSA and it's activities, then please fill in the form below and return it to us.

Perhaps you have a skill or talent that could contribute to the PSA's fundraising activities or even if you just have some time to help, we'd like to hear from you.

Please post your Feedback forms in the PSA Feedback Box which can be found in the School Office.

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PSA Feedback Form

Name.....

Contact Tel No.....

Suggestion/Idea.....

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Skills/Talents.....

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2008 Calendar of Events

The PSA are organising a full calendar of events for 2008. Please make a note of these events so that you can participate in the fun of them whilst raising money for the school. Keep looking in the school newsletters for more information.

Date

19th January

10th March

30th March

7th June

12th & 13th July

13th September

November

December

Event

Quiz Night

Sponsored Bounce

Car Boot Sale|

Summer Fair

Camp Out

Dragon Boat Festival

Christmas Fair

Christmas Party



200 Club

The 200 club is a lottery organised by the school which gives you a chance to win a cash prize every month. To take part you need to become a member.

Annual membership costs £12 for each number you buy. Members do not have to be parents of children at the school; anyone from family to neighbours to friends can join.

The prize money depends on the number of members as half the money raised is returned as the prize. If every family at the school had one number each, the prize would be approximately £75.00.

The 200 club helps the PSA generate a steady income for the school and allows you to contribute regularly whilst having the chance to get your money back.

Application forms for the 200 club can be obtained from the School Office. Your membership costs can be paid monthly by standing order.

The 200 club is registered with the Tunbridge Wells Borough Council.



Pound for Pound Company Matching

Many companies are now matching the money their employees raise for charity. If you work for one such company and would like to help double some of the money raised for the school through the PSA, a registered charity, then please let your class representative or a member of the PSA know.

Please also find out from your employer what paperwork they need the PSA to complete. A list of companies that we understand currently operate a £ for £ scheme can be found below.

These schemes are a great way of boosting the money raised for the school.

3i	BT	Goldman Sachs	Phoenix Home Life
3i Deutschland GmbH	Cable & Wireless	Guardian Royal	Mutual Insurance Co
Abbey National	C & A Stores	Exchange	PricewaterhouseCoopers
ABN Amro Bank	Camelot Group	Halifax	Proctor & Gamble
Accenture	Cap Gemini	HSBC Midland	Reuters
Alfred Dunhill Ltd	Capital International	IBM	Robert Fleming & Co
Alliance & Leicester	Research	IDEO	Rolls Royce
Alliance Capital Ltd	Centrica	Industrial Bank of Japan	Royal and Sun Alliance
American Express	Chase Manhattan	Innogy Plc	Royal Bank of Scotland
Amoco Foundation, Inc	Citibank Group	Invensys	Schroders
Andersen	Citigroup	J P Morgan & Co Inc	Scottish and Southern
Anglian Water	Coutts Bank	Kingfisher	Energy
Argos plc	Credit Suisse First Boston	KPMG	Seaboard
ARM Holdings plc	Debenhams	Lehman Brothers	Shell
ASDA Group plc	De La Rue	Littlewoods Organisation	Siemens Medical
AT Kearney	Deloitte Consulting	Lloyds TSB	Sigma Securities
BAA plc	Deutsche Bank	Marks & Spencer	SIT Investment
Bank of America	Deutsche Bank AG	McKinsey & Co	Associates Foundation
Bank of England	London	Mercury Asset	Sky Broadcasting
Bank of Scotland	Deutsche Morgan	Management	Southern Electric
Bank of Tokyo-Mitsubishi	Grenfell	Merrill Lynch Mercury	SmithKline Beecham
Bankers Trust	DHL	Microsoft Corporation Inc	Stagecoach Holdings plc
Barclays Bank	DHL International (UK)	Midland Bank	Standard & Poor's
Barclays Capital	Ltd	Midlands Electricity	Sun Life of Canada
Barclays Group	Diageo	Mitsubishi Research	Swiss Bank Corp
Bell Atlantic Network	Dixons Group	Institute	Tesco
Services	Dresdner Kleinwort	Mitsubishi Chemical	Texaco
BG Group	Wasserstein	Corporation	Thames Water
BOC Group plc	EMI Group plc	Morgan Stanley Dean	The Economist Group
Boeing Commercial	Energis	Witter	The J.P. Morgan Chase
Airplanes	Ericsson Telecom AB	National Freight	Foundation
Boston Consulting Group	Ernst & Young	Company	UBS Warburg
BP	Exxon Mobil	National Power	United Airlines
BP Amoco PLC	Fidelity Brokerage	National Westminster	United News and Media
BP Chemicals Ltd	Services	Bank	Vodafone
BP Exploration and	Fidelity Investments	NFC	Warner Music
Operating Co Ltd	First Bus	Northern Electric plc	International
BP Oil International Ltd	Firstgroup plc	Norwich Union	William M Mercer
Bradford and Bingley	Ford Motor Company	Pearson	
Bristol-Myers Squibb	Gap	Philip Morris	
British American Tobacco	GlaxoSmithKline plc	Philips Singapore	

Raising Money through Shopping

As well as organising a calendar of events, the PSA have linked up with a number of retailers so that we all can continuously raise money for the school simply by doing our every day shopping.

Every time you shop with any one of the retailers (below), the school will receive up to 25% of every purchase.

There is no catch; it's completely FREE to use these retailers; it doesn't cost you anymore to shop nor will you receive spam as a result of shopping this way.

In fact, you can even save money as some of the retailers give exclusive discounts, special offers and even 'e-vouchers' when you shop with them.

You don't have to be online to shop with most of these retailers. The phone, fax or order form can be used as well.

Retailers

- **YellowMoon** – suppliers of craft materials and toys. An ideal place for buying presents and materials for craft activities and parties. Either order online - www.yellowmoon.org.uk - by phone, fax or post. Look in book bags for catalogues.
- **Perfect Party Bags**: a supplier of pre-filled party bags from just 75p (for 4 items), either themed or hand tied. Order online www.perfectpartybags.co.uk or by e-mail, phone or post. A party bag sample is held in the school office along with a leaflet and order form. Source Code: Bishops Down
- **Easy2name** – name labels of every description. You can order online – www.easy2name.com - or by phone or post. Order forms and samples are held by the school office.
- **Easyfundraising**, an online shopping portal, featuring over 500 retailers.



Raising Money through Shopping

Retailers can be found under all of the following categories:

books	gifts & gadgets	printing & photo
broadband	health & beauty	pets
business services	home-garden-diy	shops & catalogues
cds & dvds	insurance	sports & outdoors
clothing & fashion	internet services	toys & children
computing	jobs & education	travel
electrical	lottery & gaming	utilities
finance	mobile phones	wine & food
flowers	motoring	
games	mp3 & Ipod	

All you need to do is log on to the easyfundraising site at www.easyfundraising.org.uk/bishopsdown - register, by giving your e-mail address and creating a password, and then start shopping. You could also add the website address to your favourites list.

Let all your family and friends know about these retailers so that they can raise money for the school as well.

Important – Whether you order online, by phone, fax or post, please remember to quote the unique source code/reference number to ensure the school receives the cash-back we deserve.

If you are encouraging family or friends also to support the school by shopping with any of these retailers, please ensure you give them our source codes and explain how important it is for them to use the codes when ordering. This will maximise the amount of money we raise.



Easysearch

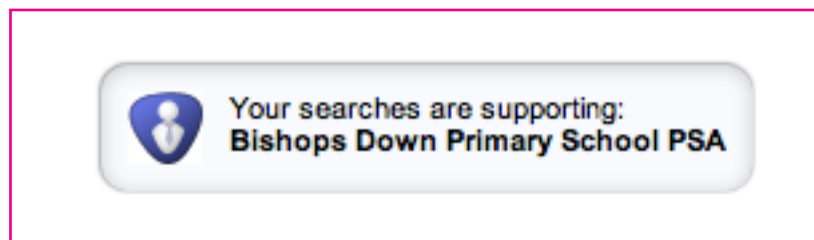
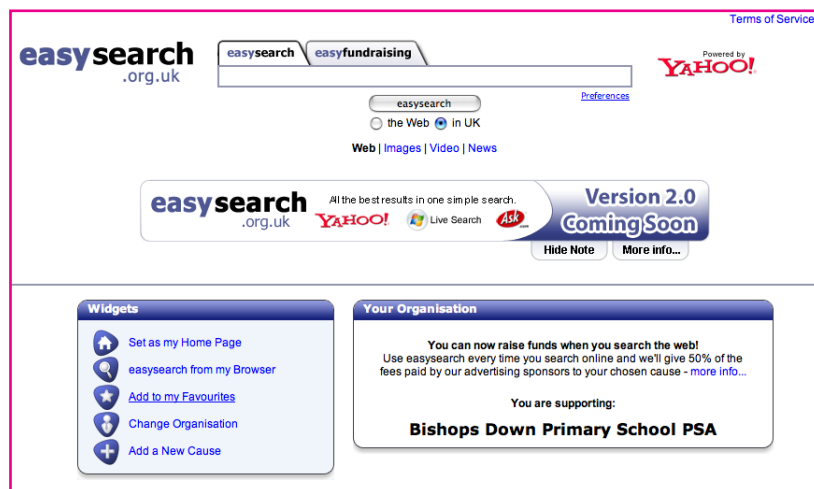
You can now raise money for the school when you search the web.

When you search the web with easysearch you'll generate about a penny for the school with every search you make. So you can raise money just by switching your normal searching to easysearch!

Easysearch is powered by Yahoo, the world's 2nd largest search engine and it works just like any other search engine.

Our unique easysearch web address is:

<http://bishopsdown.easysearch.org.uk/>



Money Raised – 2006/2007

In 2006/2007 the PSA raised approx £9800.

The PSA organised the following events:

- Sponsored Bounce
- Bingo/Disco
- Quiz Night
- Ruby Rave Up
- Sports Day Teas and Pimms
- Summer Fair and Reunion
- Camp-out.

The money raised has been partially used for:

- All weather cover for area outside Year 1
- Interactive whiteboard in the new building
- Support of the all school trip to France
- Santa visit
- Easter egg hunt
- Puppeteers & Theatre Groups
- Happy Puzzle Company
- Year 6 Leavers Book
- Photography competition

The School Wish list 2007 /2008

Hall projector and PC	£4800
Every class – digital camera	£800
Nursery and Reception interactive whiteboards	£5200
Early years' shed	£1500
Playground skipping games	£80
Football club equipment	£200
Netball club Equipment	£200
Total	£12780

Money Raised So Far

Christmas Fair and Raffle	£1900
Christmas Party	£700
Quiz night	£700
Donations from shopping	£100
Total	£3400



Fones4Schools

Fones4Schools is the UK's leading mobile phone recycling campaign for schools and groups. Established in 2003, Fones4Schools has worked with thousands of schools across the UK and helped them to raise a total of more than £1million in the form of cash and prizes.

Taking part in Fones4Schools is fun and simple; schools and groups of any kind collect old mobile phones and in return Fones4Schools give cash donations and prizes for every phone.



The more phones we can collect the more money we'll receive and the more prizes we can claim. Most people have at least one old mobile phone lying redundant in a drawer. So ask people you know to dig out their old mobile phones and start collecting!

For more information about Fones4Schools and to see the prizes you can choose from visit www.fones4schools.co.uk.

If you would like to take part or if you have any questions the Co-ordinator for Bishops Down is **Nicky Wheeler**.

Your PSA Committee

Angela Applegate - **Chair** (Yr 3 & 6)
Gill Mayes - **Vice Chair** (Yr 1)

Pia Huxham - **Treasurer** (Yr 6)
Michelle Rule - **Secretary** (Yr 2)

Lucy Robinson (Yr 2 & 3)
Clodagh Blackburn (Nursery & Yr 1)
Liz Orr (Yr 3 & Reception)
Carmel Semmens (Yr 1 & 2)
Nicky Wheeler (Reception)
Jennifer Ewing (Yr 2)

Laurel Still (Reception)
Larni Fleming (Reception)
Emma Savage
Emma Bonwick
Helen Runalls

Class Representatives

Class representatives undertake a very important role. They provide a link between individual classes and parents and the PSA committee.

The support from class representatives is vital when it comes to organising our main events. They are the point of contact for ticket requests and sales. They take charge of their individual class stalls for both the summer and Christmas fairs and, with the support of the PSA committee, organise rotas of help and donations.



A list of current class representatives is below:

Name	Class	Name	Class
Sam Evans	Nursery	Sarah Moran	Year 3
Nicky Wheeler	Reception	Meredith Knight	Year 4
Sue Knight	Year 1	Sarah Jebb	Year 5
Judy Bishop	Year 2	Michelle Woodward	Year 6
Vanessa Ahmed	Year 2		