



**PARK SCHOOL
PARENTS'
GROUPS
HANDBOOK**

**Social & Fundraising
Buildings & Grounds**

What To Do & When

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This document is a guide to how the Social & Fundraising team and the Building and Grounds Coordinator work together on the events in the school calendar. Detailed Job Descriptions for the roles can be found in this document.

The **Social and Fundraising** group comprises the Coordinator and two other parents who liaise with the Class Parent Helpers to communicate what is needed to make our events successful. Although raising money for the school is one of the key reasons for events, the main reason is to build a strong community of people who care about each other and the school. This means children feel that their parents value their school, which helps them to feel secure and able to help themselves as much as possible.

The message to send out to families is “what will you be giving to your child’s school to make it better?” Be clear that there is an expectation that all families give one hour a week as well as at least three hours to all Fairs and Open Days (unless an Opt Out fee has been agreed). This is called Essential Giving. Note, Parents of children in Early Years who attend for 15 or less Free Entitlement hours do not have to give this time, but are to be encouraged to in order to feel part of the Park Family. Make sure you check each term who is attending for more than 15 hours and can now be approached more formally.

How is the money spent?

Any monies raised by events is counted and banked by the Bursar and 10% of this is set aside for bursaries. Money is spent when children or staff request something; this request is relayed by the Teacher in Charge to the Fundraising Team. Clear records are kept and are available upon request, and expenditure is also reported in the School News.

We rarely raise money for particular projects, as we have found that sometimes during the collection for something (e.g. a new climbing frame), another higher priority has arisen such as a new cooker, which can cause difficulty. We raise the funds, see how much we have and only spend it when a need arises. There are some long-term spending requirements that historically the Fundraising Team have agreed to, e.g. sand and bark replacements, which take quite a lot of the budget in some years.

The **Building and Grounds** Coordinator has the job of pulling together the workforce to keep our school clean, tidy and functioning well. There are a number of Essential Jobs, which parents volunteer to do on a regular basis, and the list is always posted on the Green Noticeboard under the covered way.

The two Co-ordinators are voted in by Council and it is hoped that they remain in their positions for as long as they possibly can for continuity.

AN OUTLINE OF THE MAIN TASKS OF THE SOCIAL & FUNDRAISING CO-ORDINATOR

AUTUMN TERM

FIRST HALF TERM

Work Day & Lunch and Family Camp

Apple Press Open Day & Cafe

SECOND HALF TERM

Christmas Fair

Santa's Grotto, Christmas Tree & Christmas Lunches - Elves needed.

Structure - At the beginning of the new term, you will meet with the Teacher in Charge to outline the dates for the above events. Check with School Secretary that all email addresses are current and send out an email welcoming any new parents and outline the up and coming events during the School Term. It is always good to re-enforce how the fund-raising and parent contributions work for the benefit of all new parents and to remind existing parents including opt out date. Within 2 weeks into the start of the first half of term begin planning the Apple Press Open Day & Cafe. During the second week of term, an email offering the Opt Out option is sent separately to the events email, and also mentioned in School News.

Work Day and Lunch and Family Camp

This event is usually managed by the Buildings & Grounds Coordinator, but if they are unable to attend, the planning and preparation of lunch might fall to the Social and Fundraising Co-ordinator.

1. Ensure the parent responsible for tea, coffee & juice replenishes stock if running low.
2. Teacher in Charge organises the sign-up sheets.
3. Any tea-towels and tablecloths used must be given to a nominated parent to wash, dry and return to school in time for the Apple Press Open Day.
4. Soup, bread, salad and pudding is served for lunch (Tideford may be able to provide free soup if asked: Kerry@tidefordorganics.com)
5. Check quantity of bowls, plates and spoons at least a week before the event.
6. Fundraising Coordinator and Teacher in Charge give a 'key message' speech to parents on the day, after lunch.
7. Lunch List –
 - Soup Makers (approx. 400ml per adult and 200ml per child) – check sign-up sheet and count attendees; divide quantities per soup making volunteers
 - Buy milk, dairy-free milk and biscuits (inc 2 x gluten free)
 - Bread-(including gluten free) (1.5 slices per person)
 - Puddings – at least three, inc gluten-free
 - Salad – at least 3 (check garden produce)
 - Sign up sheet for lunch requirements needed
 - Sign up sheet for Family Camp needed, with list for shared supper
8. Work Day finishes at approx. 2pm and Family Camp is set up. 'Pot Luck' shared supper is at 6pm and families bring their own breakfast. A rota for cleaning the kitchen on Sunday is needed.

Apple Press Open Day & Cafe

1. Send out an email to all parents outlining what is required for the event. (Attached is a sample email)
2. Liaise with the Parent responsible for putting up the boards and Banner knows what date to put them up 1 week before the Open Day and take them down after the event. School Office will have already sought permission from the Estate. Boards need to be tied on securely and not obstructing the line of sight for motorists. It's good to make sure there are scissors and string kept with the boards and banner in the storage cupboard.
3. Create Sign-up Sheets inviting all parents to make a cake donation for the Cafe. It is sometimes nice to have a soup available for this event, but not essential – it's a lot more work!
4. A separate Sign-up Sheet is needed for hosting the Cafe (Suggest Mark's Class as Hosts) - liaise with the class-helper in organising the event.
5. Another Sign-up for Parent involvement in helping out on the Apple Press (4 adults, 2 from 9am – 12.30pm and two from 1-5pm).

6. Liaise with Teacher in Charge re the location of Cafe and ensure that the parent responsible for all tea and coffee supplies is aware that stocks will need replenishing for the event. Check that Caretaker is available to set up electrics for urns. Hand over organising of the Cafe to Host Class and encourage them to email and talk directly to their class parents.
7. Email parents thanking them for their contributions.

Christmas Lunch & Visit from Father Christmas

1. Send out an email to all parents outlining what is required.
2. Sign-up sheet on the green board four weeks before.

Christmas Fair

Depending on how large (and enthusiastic) the parent body is will be the deciding factor as to whether or not you are able to add extras to the fair. The main areas to be created are:

1. **Raffle** (Parents contributions towards Christmas Hamper)
2. **Cafe** (Hosted by Ben's Class)
3. **Pizza Oven & Pizza-Making** – identify co-ordinator and team a.s.a.p.
4. **Craft Stalls** – liaise with class teachers if they want / need support
5. **Mulled Wine Stall**
6. **Entertainments**
7. **Children's Games**
8. **Setting-up & Decorating**
9. **Fairy Grotto**
10. **Fire (in the fire pit)**
11. **Christmas tree – ordered, decorated and taken down**

Keeping all this in mind the structure for organising the fair is:

6 Weeks before the Fair

1. Send out an email to all parents outlining what is required for the event. (Attached is a sample email). It's a good time to try and get parents to offer up their own ideas of what they would like to contribute to the fair. Ensure a Pizza Team is set up now.
2. School Secretary will have asked Estate for permission to put up signs.
3. Structure and plan a Fair Meeting inviting all parents.
4. Organise Licence with Teacher in Charge if mulled wine is happening.

4 weeks before the Fair

1. Email all parents letting them know what is happening and who is doing what. It is key to have the following in place:
 - Raffle (for the Hamper - ensure a box is created outside school office for contributions)
 - Give Bursar a list of stalls at least a week before, so floats can be organised.
 - Boards and Banner scheduled to be put up 1 week before the Fair - set the date. Let the Parent who is responsible for this know when to put the boards up and make sure they come down at the end of the fair.
 - Sign-up sheets created (look in the upstairs fundraising cupboard for previous ones).
 - Check tea & coffee supplies organise with parent responsible to replenish if running low.
 - Fairy Grotto creation in music room. To be kept in place for visit from Santa. Set the date. Ensure whoever is taking this on that they also dismantle by the end of the Christmas Parties day, so the room can be used for music lessons. All Christmas decorations are in the fundraising cupboard clearly labelled (no glass ornaments)
 - Christmas Tree - organise some parents to purchase and decorate. Again ask that they take on the responsibility of taking down the tree at the end of term – check who is going to take the tree home.
 - Ensure you have a team of helpers to decorate the school (Greenery Walk to collect supplies).
2. Send out another email to parents outlining how well preparations are going and thanking everyone for all their suggestions and contributions. Let all parents know who is doing what and what is now needed for the success of the fair.

3 Weeks before the Fair

1. Put Sign-up Sheets up under the covered way. Cafe will be hosted by a class (suggest Ben's Class). This is very helpful in that you will be able to leave the management of the Cafe to Ben's Class while you are then able to focus much more of your time on the creation of the fair. Encourage all parents to participate. Remember to also include

Early Years; very easy to let them slip by, most of them want to contribute in some way. Keep the Cafe sign-up sheet separate but check that Ben's class-helper has organised one for their class.

2. Remind Teacher in Charge to book the cleaner for two extra hours for post-fair cleaning (from Fundraising budget)

Count-down to the fair - 2 weeks

1. Check with Ben's class-helper to make sure there is enough help with cafe. This is a very busy cafe. Finalise the plans for the fair. Which classroom is being used for what. Generally The Middle Classroom becomes the Cafe. Crafts generally happen in Marks Class. Mulled Wine in Ben's Class. Pizza in the kitchen. Children's games in Early Years. Grotto in the Music Room. Liaise with Teacher in Charge to finalise.
2. Check that there is a Grotto Team to set up and put it away.
3. Check Pizza Team is organised.

1 week before the fair -

1. Check there is enough food contributions signed-up. Last minute finalising of the event. Inform parents of timings for the preparations before the fair and what is happening during the fair.
 - 1.1. Create a Plan of the Fair. (Previous plans available for reference).
2. Banner and boards put up at either end of the main estate road: Cable Ties or string needed.



On the day

1. Get there early and just keep running around ensuring all is happening and that everyone is doing what they said they were going to do. Smile and have a mulled wine. And be a festive merry person keeping the structure in place.
2. Ensure you know who is going to light the fire and that you have in place a minimum of 2 fire wardens guarding the fire at all times throughout the fair. They must have read the school's Fire Making Policy.
3. Ensure Pizza Oven has volunteers to man it from start to finish, and that water buckets are filled and handy.
4. Write lists of costs of pizza and food on posters.
5. Display a list of 'wonderful helpers' and the times they have volunteered next to the work areas.

End of the day

1. Ensure you have a team in place to dismantle the fair in readiness for school to begin again the next day.
 - 1.1. Nominate a person to be responsible for the collection of tablecloths and tea-towels to be taken home for washing and drying. Important to only have one person doing this as they tend to get lost.
 - 1.2. Before leaving school check that the fire / pizza oven has been put out and is safe.
2. Send out an email thanking all parents for a marvellous Fair.

SPRING TERM

FIRST HALF TERM

Work Day & Lunch

Annual Open Day & Cafe

SECOND HALF TERM

School Play

Extra Event (Only do one) e.g. Jumble Sale/Cabaret/Barn Dance/Talent Show/Pop Up

Structure - At the beginning of the New Term you will have a meeting scheduled with Teacher in Charge outlining the dates for all of the above events. Check all email addresses are current, and check Early Years Over 15 hours. Send out an email welcoming any new parents and outline the up and coming events during the School Term.

This is generally a quieter term, but it can get out of hand if events aren't planned with enough space between them. This always depends on how the term dates are set. Be aware that if considering an extra event in this term be clear in an email to all parents asking if it is something they would like to add in the term.

Work Day & Lunch

This event is usually managed by Buildings & Grounds Coordinator, but if they are unable to attend, the planning and preparation of lunch might fall to the Social and Fundraising Co-ordinator.

1. Ensure the parent responsible for tea, coffee & juice replenishes stock if running low.
2. Teacher in Charge will organise the sign-up sheets.
3. Any towels and tablecloths used must be given to a nominated parent to wash, dry and return to school in time for the Annual Open Day.
4. Ensure Lunch Lists are filled at least two days beforehand. Order Tideford soup if needed.
5. Check Autumn term Work Day sign-up and Lunch list for more info.

Annual Open Day & Cafe

1. Liaise with Teacher in Charge to discuss what parental input she would like.
2. Create Sign-up Sheets for 'whole school contribution' to create the cafe and the hosting of the cafe. To be up on the noticeboard under the covered way 2 weeks before the event.
3. Liaise with the Parent responsible for putting up the boards and Banner knows what date to put them up 1 week before the Open Day and take them down after the event. School Office will have already sought permission from the Estate. Boards need to be tied on securely and not obstructing the line of sight for motorists. It's good to make sure there are scissors and string kept with the boards and banner in the storage cupboard.
4. Organise a Plan outlining what is happening in and around the school. Encourage Parents to participate.
5. Ensure you have a team of helpers to decorate the school for the Open Day.
6. Ensure you have a team of helpers to take down all bunting etc. Suggest you nominate one person to ensure bunting is folded away dry, helps with the quick turnaround always needed for the next event.

School Play

Liaise with Mark when the date is set. School will have organised the venue. Wine, soft drinks and nibbles can be offered to audience before the start and during an interval if there is one. Licence needed 6 weeks before if selling alcohol. See Bar Operation, Page 28

SUMMER TERM

FIRST HALF TERM

May Day Celebration & Cafe

SECOND HALF TERM

Sports Day

School Camps

Work Day and Lunch

Strawberry Fair

Leavers Ceremony and Picnic

Structure - At the beginning of the New Term you will have a meeting scheduled with Teacher in Charge outlining the dates for all of the above events. Check email addresses are current, and check Early Years Over 15 hours. Send out an email welcoming any new parents and outline the up and coming events during the School Term.

May Day Celebration & Cafe

1. Send out an email to all class-helpers outlining what is required for the event.
2. Create Sign-up Sheets inviting all parents to make a cake donation for the Cafe.
3. A separate Sign-up Sheet for Hosting the Cafe (Suggest Early Year's Class as Hosts) - liaise with the class-helper in organising the event.
4. Liaise with Teacher in Charge re the location of Cafe and ensure that the parent responsible for all tea and coffee supplies is aware that stocks will need replenishing for the event. Check that Caretaker is available to set up electrics for urns. Hand over organising of the Cafe to Host Class.
5. The school bunting will not be available for use in the cafe as will be used in the field for the May Day Celebration.
6. Email parents thanking them for their contributions.

Sports Day

Organise with a Parent to provide ice-cream and cones for all children – have a budget in mind and make sure person buying ice-cream knows what it is. Remember to purchase diary-free as well. Decide whether or not to serve tea, coffee and biscuits to all parents after the event, ask for help to organise this.

ICE CREAM REQUIREMENTS: (50 children, 80 adults **ONE ice cream per person**)

4 x large vanilla ice-cream

2 x vegan ice-cream

200 cones

(Use left over ice cream and cones for Camp Week)

School Camps

Usually Class Teachers liaise with their class-helper in purchasing all food for the camps but it might need some extra input and is something that you need to be aware is happening.

Work Day and Lunch

This event is usually managed by Buildings & Grounds Coordinator, but if they are unable to attend, the planning and preparation of lunch might fall to the Social & Fundraising Co-ordinator.

1. Ensure the parent responsible for tea, coffee & juice replenishes stock if running low.
2. Teacher in Charge will organise the sign-up sheets.
3. Any towels and tablecloths used must be given to a nominated parent to wash, dry and return to school in time for the Strawberry Fair.

Strawberry Fair

Essential Giving – keep reinforcing the following to help parents know what is expected of them and how they can contribute:

Cooking for the Fair	Give at least 1 dish
Giving Time During the Fair	Give 1 hour time-slot commitment
Giving Time Setting up or Dismantling	Give 2 hour time-slot commitment

Once this is re-enforced you can start to feel that there is some hope in creating a Fair where there is all parent help throughout. It also means that Parents can offer up time and also hopefully find time to spend at the fair.

The format is more or less the same as the Christmas Fair only on a larger scale and inviting lots of folks. Good to check that it isn't going to conflict with Dartington Primary.

There is a photo album which illustrates how various stalls and areas are arranged, stocked, manned and generally organised!

Depending on how large the parent body is will decide whether or not you add extras, but the main areas needing to be created are:

- 1. Raffle** - First aspect of the fair needing to happen. – SEE ATTACHED INSTRUCTIONS!
 - 1.1. Someone needs to be co-ordinator and seek out donations from local businesses. Usually the School Office creates a letter for the Raffle Co-ordinator to send out. They then follow-up and collect all donations. They will then be responsible on the day of the fair to create a Raffle Stall and sell raffle tickets. It would be nice if this person took on the responsibility of getting others involved to help.
- 2. Sweet Cafe** - held under the covered way
 - 2.1. Need an overall co-ordinator running this. You will need to liaise with the co-ordinator to check that there is enough crockery, cutlery and also the parent responsible for tea, coffee supplies ensures there is enough for the whole fair. Check quantities of table cloths and ask for parents to supply additional if needed.
 - 2.2. The co-ordinator will also need to source a large supply of strawberries & Cream (4l) (Reimbursed through School fundraising funds) and ensure scones are made.
 - 2.3. It's good to let the Cafe co-ordinator take on the whole running of this area, as it frees your time up to concentrate on all other aspects of the fair. If signing up isn't happening a gentle email out to all parents usually helps and the co-ordinator can keep you informed of what support they need from you.
 - 2.4. Once you have a team established for the running of the cafe you can generate a separate sign-up sheet outlining who is doing what and when. For example the morning of the Fair a team will be needed to hull strawberries and whip cream. (Previous sheets available in Fundraising Cupboard)
 - 2.5. A team of 'washer-uppers' will be needed constantly throughout the fair – set up in Middle Room.
 - 2.6. Make a collection box (request float 2 weeks before)
 - 2.7. Defrost apple juice from freezer.
- 3. Savoury Café** – held in white tent
 - 3.1. Serving tables laid out as per Photo Book
 - 3.2. Tables and chairs laid out as per Photo Book
 - 3.3. Sign-up sheet for donations.
 - 3.4. Sign-up sheet for servers / table clearers in café all afternoon (see Photo Book)
 - 3.5. Plates and crockery checked
 - 3.6. Serving spoons and knives.
 - 3.7. Set up washing-up area in corner to washer-uppers can see entertainment (2 bowls, tea-towels)
 - 3.8. Make labels for gluten free, dairy free, sugar free etc.
 - 3.9. Donation box needed on table.
- 4. Pizza Oven & Pizza making co-ordinator (see information in this document)**
 - 4.1. Important that the team are aware of never leaving the Pizza Oven unattended, that there is a water bucket to hand. That they have had some training during the year with Caretaker.
 - 4.2. Volunteers are needed to be responsible for the making of the dough and sauce, and the purchasing of all ingredients. All of which will be reimbursed through the School Fundraising Funds.
- 5. Entertainments co-ordinator**
 - 5.1. Great to get Bands performing or children performing throughout the Fair.
- 6. Children's Games and Stalls co-ordinator**
 - 6.1. The school help the children organise their ideas for their own Stalls and/or Games during the fair. Each child's parent then organises the purchase of whatever it is the children want to create, and helps each child tidy up their stall/game at the end. But an overall co-ordinator is good to help all the children feel successful in what they have created for the fair.

6.2. 'Nearly New' and 'Book Stall' - good to do if no jumble has happened during the school year. Not worth doing if no-one wants to run it.

6.3. Having a Children's Entertainer throughout the Fair creating different events throughout the day has worked well in the past. Donkey Derby etc.

6.4. Face-painting, Hair Braiding, Ice-cream Stall, Food Stall, Pimms Stall, Juice Stall, Waffle Stall. These are some of the Stalls we have had over the last few years. Again it depends on what parent help is available.

7. Healing co-ordinator

7.1. Parents offering Shiatsu, Massage etc. This needs parents coming forward with their skills on offer. All practitioners must provide proof of their insurance.

8. Setting up and Decorating School co-ordinator

8.1. The idea is that the co-ordinator takes on the role of sourcing the table and chairs for the event and working with a team of parents the day before creating the space -ensuring the electrics for the cafe and entertainments area are in place and decorating the school. The Cafe co-ordinator creates the cafe space but generally whoever is on hand the day before helps bring it all together. It's good to get as much done the night before so that the morning is then about ensuring the final touches are added.

Tables and chairs: There are some tables and chairs in the garage, but we can also borrow a number from Dartington Village Hall. Contact Rachel, who does bookings for the hall, on 01803 864315.

The collection details for getting the key to open the hall: To the left of the hall is a house called Tai Nui, in front of the house is a gate with two brick posts, behind the right hand gate post is a key box. The code for the box is 1055. There are two keys - the big key is for the brown inner door and the small key is for the padlock for the car park which you probably won't need.

We need about 40 black chairs and 6 trestle tables.

Try to have everything at school by about 10am, which gives time to unload and arrange them before the fair opens.

They need to be returned after the fair at about 3.30/4ish.

Keeping all this in mind the structure is as follows:

6 Weeks before

1. Send out an email to all Parents outlining the above areas of the fair and invite parents to come back to you with any ideas contributions they have.
2. Set a date in the email for a Parent Body Strawberry Fair Meeting.
3. After the Meeting send out an email to all attendees with minutes of the meeting, thanking all for their contributions and letting them know when the structure of the Fair will be finalised.
4. Liaise with the School Office to find out when the Raffle Contribution Letter will be finalised for sending out. Also Liaise with Teacher in Charge about Strawberry Fair Posters - get a date when you can expect to receive the Posters so you can organise a team of Poster Distribution People.

4 Weeks before

1. Finalise details - have in place key co-ordinators.
2. Create Sign-Up Sheets and display them under the covered way notice board.
3. Keep informing Parents via email and displaying the email around the school inviting parents to sign up.
4. For all those parents that have committed keep in touch and ensure they are happy with their planning.
5. Email all parents outlining who is doing what and if any areas are not covered ask again for someone to come forward to fill that role. Thank everyone for their contributions so far.

2 Weeks before

1. Posters should be going out advertising the fair around Totnes and surrounding villages.
2. Raffle Co-ordinator should be generating Prizes. Good to keep in touch.
3. Setting-up & Decorating Co-ordinator should have ensured tables and chairs are in place to pick up.
4. Sign-up sheets for activities, stalls and food donations should in theory be full. If not do another little jolly up.
5. Electrics - who needs what. Liaise with Caretaker as to feasibility of running electrics around the school safely. All electrical items must be under 12 months old or PAT tested.

1 Week before

1. All should be in place. Send out a final plan structure to all parents letting them know what is happening and when.
2. Generate a Site Plan of 'where what is' (Previous plan in Fundraising Cupboard).
3. Liaise with the Entertainments co-ordinator who hopefully is going to announce the wondrous things on offer throughout the fair. Ask for a schedule of Entertainments on offer.

4. Liaise with Bursar to discuss Floats. Let her know how many stalls there are and how many floats you will need. Ensure that there are enough money pots.

Leading up to the day before Fair

1. Run through the plan. Make sure that everyone knows what they are doing and when.
2. Ask for Food donations to be brought into the school at a specific time.
3. Check the Pizza Team are clear about when to light the Oven and when to start preparation for the Pizza making.
4. Check the Cafe Team are in place.

Day before the Fair

1. Site set-up. Important that you ensure everyone who is there is feeling part of a team and not feeling as if they are the only ones contributing. Make sure that everyone's area and or stall is being set up and help offered wherever possible.
2. Electrics are in place.
3. Tables & Chairs are in place in the Cafe and table cloths on.
4. Decorating happening.
5. Don't put tea & coffee out, squirrels love nibbling away during the night.
6. Create clear signs for charges in the Café and the food tent.
7. Display a list of 'wonderful helpers' and the times they have volunteered next to the work areas.

Day of the Fair

1. Strawberry hulling & cream whipping happening.
2. Food set-up in Cafe.
3. Floats distributed. Identify someone to collect money from stalls regularly and take it to secure place.
4. Urns on. Tea & coffee set up.
5. Stalls Set-up and ready to go.

GET SET AND GO - Keep everyone smiling.....

End of the Fair

Ensure you have a team in place to dismantle the fair in readiness for school to begin again on Monday morning. Nominate a person to be responsible for the collection of tablecloths and tea-towels to be taken home for washing and drying. Important to only have one person doing this as they tend to get lost. Send out an email thanking everyone for their contributions throughout the whole year.

Leavers Ceremony

1. Bunting to be put up in space provided by TiC.
2. Check that all class helpers have organised a whip round to purchase teachers an end of year gift to say thank you to the staff at the end of the Leavers Ceremony. They usually work very hard in the background on all the events run throughout the year.
3. Ensure staff are helped to put away chairs, bunting, etc.
4. Encourage all picnickers to assemble by the sandpit area.

Managing the Raffle Stall at the Strawberry Fair

- **IMPORTANT** – decide what sort of raffle it is going to be.... How many prizes will be on offer, and tailor letters to suit. 10 – 15 is a manageable number (a promise / a hamper etc)
- The Raffle Team consists of a coordinator and 2 or 3 additional helpers. The Coordinator liaises with the School Office to make sure donation requests are sent in good time.
- List of previous donors kept in office – update if necessary.
- Larger organisations approached in January. Local shops approached 6 weeks before fair.
- Letters printed by office, and fliers and envelopes provided.
- Before fair (actual timescale depends on who is being asked), most letters hand delivered to local shops & businesses. Remainder posted or email requests sent.
- Local shops & businesses re-visited approx. 7 days after request is sent to collect prize, unless advised no donation. Inform office if anyone says do not approach again.
- Box for donations left in office.
- Blind Raffle Draw – Prize envelopes containing a slip with prize details to be prepared for raffle draw at the fair, with spares for last minute donations.
- Raffle Team set up stall at fair (Raffle Box in Fundraising Cupboard) - large sign displaying names of contributors with their donation (and pen to update on the day). A volunteer (or two) needed to go round fair to sell more tickets. Raffle Team to clear away at the end and take any unclaimed prizes back to office. Office to contact prize winners if phone numbers available.
- Sold raffle tickets to be folded and kept in secure box / drum until draw.
- Sold tickets and prize envelopes to be taken to PA ready for draw, with sellotape to stick unclaimed prize tickets to a prize envelope.
- Prize winners to open their chosen envelope and announce their prize, before collecting from Raffle Stall.
- Thank you letters prepared by office after the fair. Raffle Team organise delivery.
- Raffle Box to be checked ready for next event (i.e. signs in good order, clean table cloth, enough tickets?)

Name	Address
Vintage Tea Room	3 Fore St
WHSmith	27 Fore Street
Arcturus	47 Fore St
Thrive Café	47 Fore St
Roly's Fudge	52 Fore St
Wild Fig	53 Fore St
Aromatika	63 Fore St
Totnes Photographic	65 Fore St
What was Bistro 67, now ?	67 Fore Street
The Bead Room	71 Fore St,
Fusion	73 Fore St,
Co-op	Fore Street
The Curator Café	2 The Plains
The Wishing Tree	Waterside House, The Plains,
The Royal Seven Stars Hotel	The Plains, Totnes, Devon TQ9 5DD
Lawsons	12 High St
Rumours	30 High St,
The Linen Cupboard	34 High St
Totnes Bookshop	40-42 high street
Greenlife	1-2 Birdwood Court, High St
Firefly	58 High Street
Happy Apple	60 High St
Social Fabric	68 High St
FAB	68 High Street
Gazebo	74 High St
Harris & Sons	92 High Street

Café Mumbai	100 High St
Greenfibres	99 High St
Willow Vegetarian Restaurant	87 High St
Toyday	71 High St
Paper Works	63 High St
Barrel House	59a High Street,
Que Sera Sera	59 High Street
Cockingham Chocolate Company	53a High Street
Salago	51 High St
Harlequin- FAO. Paul Wesley	41 high street
Foredeck	37 High Street
Seeds 2 Bakery	35 High St,
Morrisons	Coronation Rd
Cott Inn	Cott Ln, Dartington,
White Hart FAO Adam Powell	Dartington Hall
Staverton Nursery Garden	Dartington, Totnes
Rare Breeds Centre	Littlehempston, Totnes TQ9 6LZ
Steam Packet Inn	St Peter's Quay
Dartington Arts – (Barn Theatre)	The Elmhirst Centre, Dartington Hall
Dartmoor Electric Bikes	Via Inge
Dartmoor Zoo	Via Shona

Do not approach: Let's Go Travel, Harberton Arts, Sacks, Mountain Warehouse

POSTED:	
Woodlands Leisure Park,	Blackawton, Totnes, South Devon, TQ9 7DQ
Pennywell send SAE (no need to say thanks!)	Lower Dean, Buckfastleigh, Devon TQ11 0LT
Riverlink,	5 Lower Street, Dartmouth Devon TQ6 9AJ
Greenway Estate,	Greenway Rd, Galmpton, Brixham, Devon TQ5 0ES
Venus Co	Lee Porter, Halwell Business Park Nr Totnes TQ9 7LQ
Ways with Words,	Droridge Ln, Dartington, Totnes, Devon TQ9 6JG
Waterside Bistro - email	restaurant@watersidebistro.com
China Blue	Station Rd, Totnes
Dartington Trading	The Shops at Dartington, Dartington
Sea Salt	52 High St
Fat Face	12 Fore St

Sample Sign-Up Sheet for Strawberry Fair

SETTING UP AND DECORATING DAY BEFORE_ no masking tape or sellotape!

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____

And Bunting

1. _____ 2. _____ 3. _____

SAVOURY CAFE

Co-ordinator: _____

Set up day before:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

Helping Serve

11.00 – 12.00 _____ / _____

12.00 – 1.00 _____ / _____

1.00 – 2.00 _____ / _____

2.00 – 3.00 _____ / _____

Tidy up 3.00 – 4.00 _____ / _____ / _____ / _____ / _____ / _____

Washing-Up (set up outside area) including collecting dirty plates etc

12.00 – 1.00 _____ / _____

1.00 – 2.00 _____ / _____

2.00 – 3.00 _____ / _____

3.00 – 4.00 _____ / _____

TEA, CAKES, STRAWBERRIES, ETC

Co-ordinator: _____

Set up day before and finish by 10.30am

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

Helping Serve

11.00 – 12.00 _____ / _____

12.00 – 1.00 _____ / _____

1.00 – 2.00 _____ / _____

2.00 – 3.00 _____ / _____

Washing-Up (in middle room) including collecting dirty plates etc

12.00 – 1.00 _____ / _____

1.00 – 2.00 _____ / _____

2.00 – 3.00 _____ / _____

3.00 – 4.00 _____ / _____

Tidy up 3.00 – 4.00

1. _____ / 2. _____ / 3. _____ / 4. _____

PIZZA OVEN

Co-ordinator: _____

Setting-up 9.30

1. _____ 2. _____ 3. _____ 4. _____

Making Dough (120 x 110g bases) 1. _____ 2. _____

Making Sauce 1. _____

Purchasing ingredients 1. _____

Making Pizza on Day (last orders 2.30pm)

11.00 – 12.00 _____ / _____

12.00 – 1.00 _____ / _____

1.00 – 2.00 _____ / _____

2.00 – 3.00 _____ / _____

Manning the Oven

From lit til 3.30 1. _____ / 2. _____

Supporting cook in kitchen

12.00 – 12.00 _____ / _____

12.00 – 1.00 _____ / _____

1.00 – 2.00 _____ / _____

Washing-Up (in Kitchen) including collecting dirty plates etc

12.00 – 1.00 _____/_____
1.00 – 2.00 _____/_____
2.00 – 3.00 _____/_____
3.00 – 4.00 _____/_____

ADDITIONAL STALLS, Pimms, Face Painting, etc, Healing Tent, Tattoos

Co-ordinator: _____

1. _____ 2. _____

ENTERTAINMENTS

Co-ordinator: _____

Contributions of music, song, dance, jokes, story-telling, all welcome

Name _____ Offering _____

1. _____/_____
2. _____/_____
3. _____/_____
4. _____/_____
5. _____/_____
6. _____/_____

RAFFLE (to be drawn at 2.30pm)

Co-ordinator: _____

On the day: Folding tickets and selling Tickets (including walking around)

_____/_____/_____

DECORATING SCHOOL

For food tables, some stalls, Dragon Tent, Pizza tables, etc) using flowers from school grounds wherever possible, in jam jars

_____/_____/_____

LUCKY DIP APRON (borrowed from Sarah Strachan)

No small objects

CIRCUS PERFORMER – book at least six weeks before

CAR PARK ATTENDANTS - high visibility jacket

10.30 – 4.30 1. _____/ 2. _____

DISMANTLING AND TIDYING UP – 3.30 – 5.00

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

SAMPLE SIGN-UP SHEETS FOR FOOD

SWEET:

20 Scones 20 Scones.....

20 Scones 20 Scones.....

970g Clotted Cream 1 2..... 3..... 4..... 5.....

Strawberry Jam 1..... 2..... 3..... 4.....

Chocolate Cake Chocolate Cake

Chocolate Brownies Flapjack

Cookies.....	Carrot Cake
Banana Bread	12 Fairy Cakes.....
12 Fairy Cakes	12 Fairy Cakes.....
Gingerbread	Victoria Sponge.....
Victoria Sponge	Wheat Free Cake
Wheat Free Cake.....	Wheat and Dairy Free Cake
Wheat and Dairy Free Cake	Vegan Cake
Vegan Cake	Other Cake / Biscuits
Other Cake / Biscuits	Other Cake / Biscuits

SAVOURY:

Quiche 1.....	2.....	3.....	4.....	5.
Rice Salad 1	2.....	3.....	4.....	5.
Pasta salad 1	2.....	3.....	4.....	5.
Gluten free pasta salad 1.....	2.....	3.....	4.....	5.
pasties 1	2.....	3.....	Gluten free pasties 1.	2.....
Salad 1.....	2.....	3.....	4.....	5.
Other 1.....	2.....	3.....	4.....	5.
Other, Vegan 1.....	2.....	3.....	4.....	5.
Other, Gluten free 1.....	2.....	3.....	4.....	5.

Strawberries & Cream

4 portions per punnet – 22 punnets for Strawberry Fair = 88 portions

Plus 100ml cream per portion = 8.8litres double cream

Charge:	Cream Tea (no jam).....	£3
	Strawberries & Cream	£2
	Cake.....	£1.50
	Tea.....	£1 + donation

Sample Emails for Strawberry Fair

1st – Sent 4 weeks before Fair

So we are on the home straight, with the sun shining on the Summer Term and the children getting the very best out of the season on the Dartington Estate, and (for the older kids) South Devon & London.

The Park Social Events are heading towards the peak celebration of The Strawberry Fair and the roller coaster of joy and emotion of the Leavers Ceremony.

Here are the final events of the academic year and how to be involved:

24th June - Sports Day 2-3pm

Come and enjoy the fun of the 'not so serious' competition, (other than the adults races that is).

27th June - Work Day 10am - 2pm

Wonderfully rewarding day where the school community moves mountains, and then enjoys lunch together. If you haven't been ever, or for while, come along - you and your children will love it! We have a film to explain what happens, from the Children themselves (including early years kids) - <http://www.parkschoolonline.com/?p=1991>

11th July - Strawberry Fair 9:30 to 5pm (open to the public 11 - 3:30pm)

This is the big one - put it in ink on the calendar, invite your friends and family and come along with them to celebrate the very best of Park School.

Be Involved - It is the aim that all parents (and some kids) will contribute food to the café and give time to the event (ideally a min three hours) in setting up, running the fair and clearing up. There are loads of areas we need help in, in the week before and on the day. Sign up sheets are under the covered way.

Performing - If anyone is interested in performing on the cabaret stage please contact myself Adelaide/Dorothy's Mum Kate (kate@komeadiaentertainment.com).

Publicity - Posters and Flyers are in everyone's pigeon hole, please display in cars and distribute to any shops, cafe's in your area. The new Park School Facebook page also has an event for the Strawberry Fair which we would like you to circulate to invite friends, family and stakeholders in Park School. Whilst doing this please take time to look at the new Facebook page, (which will be taking feeds from the Park website), and perhaps like so you can see updates as they occur on FB (if that is a medium you use).

17th July - Leavers Ceremony 11am followed by end of year Group Picnic 12noon (which is often followed by an unofficial swim in the Dart).

Please check out the Fair sign up sheets help us fill the gaps, and celebrate the end of year in style. All your involvement will directly help the school, with the fringe benefit that parental involvement in schools is proven to be of benefit to a child's education - so it's good for the school, good for your kids and enjoyable to boot,

2nd – sent on the Monday before the Fair

So the Strawberry Fair is but a few days away, All is looking fine on the weather front, the entertainment is primed and ready, kids games taking shape and we have an added element with circus skills now on offer. Everything is coming together - thanks for all the sign ups under the covered way.

Please remember the 1, 2, 3 mantra for parental support of the fair - so everyone providing one dish for the café, and signing up for some element of set up/take down and a job in the fair itself.

We nearly have everything covered, and just need help in a few areas:

- Savoury Food, we have enough desserts now so need a good balanced offer
- Pizza set up needs some more support 10-11
- Main Café serving
- Tidy up 3-5 (please don't let Craig do it on his own)

If you are still looking to fill your 1,2,3 please find the gaps on the sign up sheet under the covered way.

I also need at least two more people to help put up the Marquee team (Thursday at pickup). Please email me directly for this.

And for the day, please remember to invite your family and friends guests - Nutty Noah is opening the fair, a start you should try to avoid missing. Please feel free to share the Facebook event and/or the press release below.

<https://www.facebook.com/events/832564423496107/>

Sample Emails for Christmas Fair

OUR CHRISTMAS FAIR

My requests below all seem rather flat on email, but for all new parents at park its a very magical fair. There is something rather delightful about watching all the children running around Park in the chilly evening with the fairy lights and lanterns twinkling. But below is what helps us all get there.

So lets begin our festive gathering of ideas. A brief list of what would be good to get started.

Raffle - We all need to bring something into school to contribute to the Christmas Hamper. This is very simple for us all to manage but needs us to schedule it into our lives to remember. A basket will be placed outside the school office very shortly. don't worry if the basket isn't there either pop it into Rebecca or put it in the Parents Fundraising Cupboard upstairs.

Again, we will need a willing parent to oversee this and generate all manner of good cheer in selling tickets.

Crafts Does anyone want to generate some craft stalls for the fair.

Cafe Run by Mark's Class Parents.

Pizza-making and Pizza Oven A huge amount of dough, cheese and sauce with other ingredients need to be made before the fair. The cost will be re-imbursed from fund raising. Perhaps we could all find ways to help here.

Christmas Cafe Food a sign up sheet will be put up asking for your contributions to the fair.

Nearly New Toy & Book Stall Do we want to have this stall at the fair this year? If so, perhaps you could bring in your contributions and put them into the Parents Store Cupboard upstairs. And of course we will need some parents to run the stall.

Mulled Wine We have a licence organised for the event.

Games Usually the children come up with christmas games, so I'm sure they will let you know in due course what support they will need.

Entertainment Storytelling, singing, fire juggling, any takers or offers very much wanted, appreciated and enjoyed.

So this is the barest skeleton of initial ideas and thoughts. I'd like to get the structure pretty much in shape by the end of next week and whizz up all the sign up sheets. So let me have your responses by Tuesday 19th.

SAMPLE FOLLOW-UP EMAIL

A reminder that our Christmas Fair will be 2 weeks on friday.

BUT, I bring you some lovely cheery parent offerings and a few more needed offerings.

Have a look through my list below and get back to me quite soon so I can shape up our Christmas Fair.

Christmas Tree - needs to be up and decorated for monday 2nd December

Can anyone volunteer to purchase this year's tree and decorate it. funds will be reimbursed from social & fund raising funds.

Delivery of Posters around Totnes Kirsty and a helper will be overseeing this - Rebecca has a new list of where to put the poster. If you live outside of Totnes perhaps you can organise to display a poster near where you live.

Banners & Boards need to be up friday 6th December & taken down immediately after the fair.

Fairy Grotto - for fair and in readiness for Santa's visit on 16th December. This would be great to get organised on Thursday Evening 12th December. Perhaps a team of helpers could get together and create this space. An idea would be to create the space for the children to go in and make a wish.

Decorating Team - A team of us need to be at school late morning/early afternoon on the day of the fair to decorate the school.

Raffle - Anita has offered to run this year's Hamper Raffle. Do remember to bring in your Hamper Offerings.

Fire - we will need a few parents offering their time to be fire-wardens during the fair.

Entertainment - Johnny has offered to play his guitar during the evening in the seated cafe. More offerings very welcome. Richard has offered to set up his PA for the evening.

Crafts - More offerings very much needed.

Nearly New Toys & Book Stall - Kirsty has offered to sort and set up the stall. We will need some parents offering to run the stall during the fair.

Childrens Games - we need a team to help create the sauce, dough, prepared vegetables and cheese the day/night before. If anyone isn't able to help on the day perhaps this is a good way of contributing. And of course help with the Pizza Oven which has to be manned the whole evening and help the children create their pizzas in the kitchen.

Café - The Cafe will be run by Mark's Class. But please remember to sign up for food contributions.

Mulled Wine - Heidi and Stephanie Simon (ex parent) have offered to run and host the stall again this year.

Sign-Up Sheets - I am in the middle of creating these, hopefully they will be up on the notice board tomorrow morning.

Additional Autumn Term jobs

Christmas lunch

- Helping cook and serve, 9am-3pm

Veg Prep on the day before:

- 1.
- 2.

Morning cooking 9am-12pm

- 1.
- 2.
- 3.

Serving 11.45am - 1pm

- 1.
- 2.
- 3.

Washing Up and Cleaning Kitchen 1-3pm

- 1.
- 2.
- 3.

- Buying good quality ice cream (1 big tub serves 15 children) and ice-cream cones if needed. Don't forget dairy free. Money will be reimbursed

- 1.

- Buying Christmas crackers (approx. 60 – check numbers first) Money will be reimbursed

- 1.

Elf work!

Helping Father Christmas with the presents - Christmas Party 12.30-3pm

Must be prepared for anything! And have a torch and an elf costume of some sort!

- 1.
- 2.

Dismantling Grotto

Last Day of Term, 3 – 5pm

1. _____
2. _____

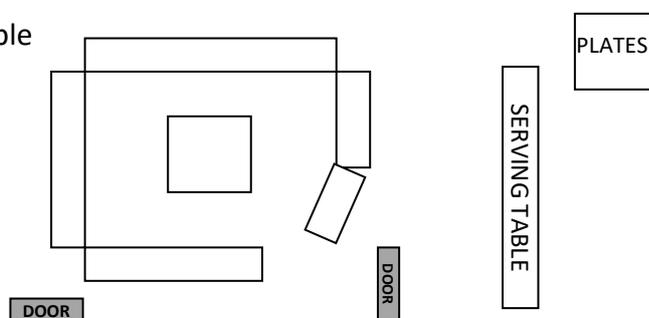
Christmas Lunch

Beforehand

- Agree menu – suggest veggie sausages, roast potatoes, peas, carrots (some cooked, some raw) a few parsnips and sprouts, stuffing, gravy, with ice-cream in cones.
- Info to parents 3 weeks before and confirm numbers by the end of the week before (inc adults)
- Sign Up Sheet on green board for helpers (Kitchen Helpers: Four people from 9am – 12pm, six people from 12pm – 2pm)
- Notice to parents requesting a gift – max £5 – for each child, sacks out on table upstairs.
- Check costume is intact and clean!
- Invite Father Christmas, who will eat in office in splendid isolation (TiC budget)
- Gift and card ready for Father Christmas.
- Ice cream (1 tub for 15 children) and cones and crackers (inc Early Years) bought by Parent Helper
- Grotto made (in time for Christmas Fair)
- 2 elves for grotto (with torches) needed
- Secretary to check gift sacks to ensure each child has a present
- Veg prep done the day before
- Check contents of the box of additional cutlery (48 knives, 48 forks)

On the day

- Kitchen Helpers: Four people from 9am – 12pm, six people from 12pm – 2pm
- Helpers lay tables in Ben's room for eating –
 - Tablecloths
 - Knife and fork
 - Napkin
 - Cracker



- Serving tables in Middle Room
- Children play 15 minutes before coming in to wash hands.
- Collect their own cup and sit down.
- Staff sit with children.
- Everyone pulls crackers together.
- Cups filled.
- Year Six collect a plate per child and queue to be served with a small amount of everything.
- Two adults circulate feasting room to pour gravy – not too much.
- Teachers manage some joke telling.
- When everyone has finished, children come a table at a time to scrape their plate into compost bowl (by door, not over carpet) and stack dirty place and cutlery.
- Compost bowl and cutlery bowl to be ready for this.
- Parent helpers collect cutlery and plates for washing.
- Children go to play outside until bell rung for ice cream.
- Ice cream served by adults from benches.
- Tea and biscuits for Father Christmas and elves.
- Father Christmas suit, tablecloths and tea-towels given to parent helper for washing and return a.s.a.p.
- Sacks returned to secretary's desk for storage.
- Check and box additional cutlery (48 knives, 48 forks)
- Cook must be last to leave kitchen and ensure order is restored and kitchen is ready for cleaners.
- Grotto to be dismantled by the team who put it up.

Pizza Oven at Fairs, etc

N.B. All oven personnel must read and sign the fire making policy before the event. Once the oven is lit, an adult must be in attendance AT ALL TIMES and filled water buckets strategically placed.

PREPARATION BEFORE THE DAY

- Chop lots of dry kindling wood
- Chop lots of dry fire wood
- Use firelighters if necessary
- Organise Pizza Oven Kit:
 - Matches
 - Axe
 - Pizza paddle
 - Small hand shovel
 - Egg slice with extension
 - 2 buckets water
 - Damp tea-towel on metal pole
 - Metal wheel barrow or metal bucket
 - Table spray and J-cloth
 - Extra bag of flour
 - Drawing pins (for this plan)
 - Paper plates & plastic cutlery
 - rolling pins, granite slabs, pens, sellotape, paper
- Make dough
- Make sauce and prepare toppings (see Photo Book for ideas)
- Paper plates for serving, approx. 100

ON THE DAY

- Additional help needed in kitchen and by pizza oven to help with making and clearing up.
- 3 x Gazebos assembled and secured
- Light the fire no later than **TWO** hours before serving (supervised by adult)
- Dampen the wood chips on the floor under the oven door
- Lay out 2 trestle tables
- Set out marble slabs on large picnic table
- Clean marble slabs and sprinkle with flour
- Roll out tennis ball sized balls of dough, dust with flour and cover
- Customer roll out pizza base on slab and transfer to named paper plate
- Customer adds toppings
- Cook 6-9 pizzas at a time
- At the very end, 2 people to empty cooled coals into wheelbarrow or bucket and douse with water. Move cooled coals to fire pit.
- Sweep and wipe out oven
- Check signs are up in kitchen (P28)
- Check flat and money box – one person needed to collect money
- Set up washing up area ready to start at 12pm
- Set up kitchen ready to serve (see Photo Book for ideas)

Pizza Ingredients and Recipes

(for 35 pizzas - double this quantity for the Strawberry fair)

DOUGH

8lb (3.6KG) White bread flour
3 tbsp or 3oz (75g) dried yeast
4 pints (2.4 litres) warm water
4 tbsp sugar
3 tbsp salt
8 fl oz (250 ml) olive oil
6 tbsp approx sesame seeds
6 tbsp approx oregano

1. If using the traditional active dried yeast, whisk this into the warm water and sugar. Leave for about 10 minutes in a warm place to froth up.
2. Combine flour, salt, olive oil, sesame seeds and oregano. If you are using fast-acting dried yeast, add this at this stage too. If you are using fresh yeast, crumble it in now. In both cases add the sugar as well. Add either the warm water or the frothed yeast mixture to the rest. Stir with a wooden spoon to begin with, then knead with your hands, once the water has been absorbed. Tip on to a lightly floured surface and knead until smooth and tacky but not sticky. If you have an electric mixer with a dough hook attachment, it will do all the kneading for you and the dough will form a smooth lump around the hook when ready.
3. Return dough to the bowl and leave to rise for 45 minutes or until it doubles in size.
4. Knead again (this is called knocking back the dough, because all the bubbles get knocked out by your fists). The dough is now ready to be rolled out.

SAUCE (enough for Strawberry Fair – half quantity for Christmas Fair)

9 lb (4 kg) onions finely sliced
2 large head of garlic
4 tsp of each - basil, thyme and oregano
2-4 tsp ground anise seed
4 oz fine chopped fresh parsley
4 lb canned chopped tomatoes
2 lb tomato puree (paste)
olive oil for frying
2-4 tbsp salt 2-4 tsp pepper

1. Sauté the onions and garlic in olive oil. Add salt, dried herbs, anise and half the red wine. Cook until the onions are quite soft. Add chopped tomatoes, puree and remaining wine. Continue cooking on a low flame until considerably reduced. Stir occasionally. This could take a long time.
2. Adjust seasoning and add parsley.

TOPPINGS SHOPPING LIST

Polenta
4-5 red peppers
4-5 green peppers
20 medium mushrooms
24oz olives (jars are fine from Morrison's)
10lb mixed grated cheddar/mozzarella cheese
8 cans sweetcorn
Hard goat's cheese (for dairy free)

Set up instructions for Open Day Cafes

See Fundraising Album for how it's laid out etc...

1. Move drums in Resource Room so tables can be moved safely
2. Hang bunting – check exact location with AB
3. Make a sign-up sheet for cakes and food and stick on green noticeboard
4. Make a sign-up sheet for setting up Café, serving and clearing up and stick on green noticeboard
5. Make a Collection Box for donations
6. Relevant float/s requested from Pauline at least one week in advance
7. Check tablecloths – are there enough? Are they clean? At least one week in advance
8. Check if any decorations need collecting and organise collection
9. Check refreshments stock (tea, fruit teas, coffee, sugar, milk and dairy-free milk)
10. Write a list of helpers to post by café, washing up, etc
11. Arrange with Martin to set up electrics for urns etc.
12. Fill urn and switch on (Belco takes about 30 minutes to boil)
13. Check crockery is clean and spider free
14. Jugs for milk, bowls for sugar and large knives for cake cutting are needed
15. Set out tables and chairs for patrons, with tablecloths and flowers, etc
16. Have paper and pens handy for writing labels for food
17. Check and tidy Fundraising Cupboard at the end:
 - I. White mugs, blue mugs and cups & saucers are boxed properly
 - II. Supplementary cutlery returned to office
 - III. Tea plates, large plates, bowls clean and stacked on correct shelves
 - IV. Check use by dates, open packets, etc and store food and drink supplies on shelf
18. Hand tablecloths to one person to launder and return within a week

THINGS TO REMEMBER FOR CHRISTMAS FAIR

- Lighter / long matches
- Tea lights
- Induction pan for Mulled wine
- Paper plates for pizzas
- Lots more teaspoons
- Handover list for Fundraising Cupboard stock / purchases for events
 - Teabags
 - Ground coffee
 - Selection of fruit and herbal teas
 - Sugar
 - Honey
 - Dairy free milk
 - Semi skimmed milk
- See Fundraising Handbook for quantities
- Also need biscuits, including gluten free for Work Days, New Parents' Meetings and other group events
- Layout for Café space

Check list for Fundraising Cupboard stock:

Annual Events:

AUTUMN TERM:

Work Day and Family Camp
New Parents' Meeting
Apple Press and Open Day
Christmas Fair

SPRING TERM:

Work Day
New Parents' Meeting
Open Day
School Play

SUMMER TERM:

New Parents' Meeting
May Day celebration and Café
Sports Day
Work Day
Strawberry Fair
Leavers' Ceremony

The cupboard must be stocked with the following at all times:

Ground coffee
Teabags
A selection of herbal and fruit teas
Non-dairy milk option (longlife)
Sugar
Honey
Hi-fruit squash or longlife fruit juice

Also required for events (preferably arrive on site an hour before event is due to start)

Work Days, New Parents' Meetings : biscuits, including gluten-free options
Sports Day: Ice cream including dairy free and cones
School Play: Nibbles, wine and beer
Christmas Lunch: Crackers, Ice cream including dairy free and cones

The Fundraising Cupboard Checker's duties also include:

1. Checking and tidying Fundraising Cupboard at the end of an event, especially...
 - I. White mugs, blue mugs and cups & saucers are boxed properly
 - II. Supplementary cutlery returned to office
 - III. Tea plates, large plates, bowls clean and stacked on correct shelves
 - IV. Check use by dates, open packets, etc and store food and drink supplies on shelf
2. Hand tablecloths and tea towels to one person to launder and return within a week (or sooner for next event)

Catering Quantities

(please note that the below quantities are for adult portions; if lots of kids are expected, scale down appropriately)

Carbohydrates

Rice - 50g per person

Pasta or cous cous - 60 - 100g pp, (depending on how substantial sauce is, and number of side dishes)

Potatoes (as mash or wedges) - 1 medium to large potato pp (approx. 100g)

Side dishes

Potatoes as salad - 1 medium potato or 3 small (new) pp

Green salad as a side dish - a handful of leaves pp.

1 x lollo rosso lettuce, bunch of coriander, iceberg lettuce and a large bag of spinach will do enough salad for 20

1 x catering size tin (2.5 Kg) of chick peas will make enough hummous for 40

1.5 slices bread per person

Coleslaw - 1 small cabbage feeds 10

Garlic bread - a typical baguette does 8

If serving hot drinks, a 1 litre carton of soya milk will do 20 brews

Stews etc.

A typical portion is 400 ml of soup, or 250 ml curry/stew/goulash etc. with carbs and side dish

1 catering tin (2.5 Kg) tomatoes per 20 people

50g lentils / pulses per person

1 onion, carrot per 4

50g peas, beans etc. pp

1 fresh tomato per 2

1 bell pepper, aubergine, courgette per 6

1 head of celery, bulb of garlic per 20

1 block creamed coconut per 8

Allow about 5 ml oil per person when frying (so if frying 10 onions as the base of a stew for 40, you'll need about 100ml oil)

Catering Quantities - Refreshments

For one round of drinks for 50-60 people, you need:

1 packet fresh coffee

24 teabags

A selection of herbal and fruit teas

4 litres of milk plus a non-dairy option

Sugar

3 packets of biscuits plus a gluten free option

Small white mugs and large blue mugs, jugs for water or juice, plastic cups, teaspoons.

Belco boiler – fill with cold water, make sure tap is closed.

Plug in, turn on and turn dial to 6. It takes about 20 minutes for the water to boil and the urn will automatically re-boil when it needs to.

Every time hot water is drawn off, the same amount of cold water should be poured in (then it doesn't take very long to reach temperature again).

Vacuum Flask – Takes approx. seven cafetiere jugs of coffee. Use 3 desert spoons of coffee per jug, fill with just boiled water and allow to brew for 4-5 minutes. Plunge and pour into flask.

A full flask will give approx. 30 small mugs of coffee.

Goliath the Teapot – takes approx. 6 pints. Use 12 teabags for a full pot. A full pot will make approx. 20 mugs of tea, with a hot water top-up half way through. The first half will be quite strong, the 2nd half will be medium strength.

A full boiled kettle is also needed for herbal and fruit teas

Fruit Juice or Squash – dilute to taste. Children use plastic cups (not from classrooms).

Bar Operation

Organizing, running and closing down the bar is a big job and requires multiple people to cover the different aspects, including:

In advance:

- Order/collect glasses from Morrisons. Call local branch (01803 862943) and arrange to collect from Customer Service desk. Needs large boot or hatch back, and someone able to carry/lift crates. (For play, we ordered 4 crates, with a returnable £20 deposit, but I think 3 would have been fine (24 per crate). We had to pay for just one breakage (50p per glass))
- Ensure tea towels (x10) and table cloths (x3) are available from Park Kitchen
- Confirm float (£50) with office and have someone (e.g., Amanda) bring it along on day
- Arrange for volunteer to have 2 tables carried across to venue from School at end of school day or in good time for set-up (minimum one hour before opening)
- Ensure washing up bowl, liquid and cloth available
- Get hold of at least 2 large plastic jugs, for provision of cordials/water
- Confirm numbers with school office and order/receive delivery or shop for wine, cordial and crisps. Decide on costs, and make a couple of signs for bar area – take cello tape to stick it down. (For play, we charged £2 per glass wine, and 50p per packet of crisps, and 50p per cordial. Tap water free!)

On day:

- Set up bar, min 2 people, min one hour before opening (getting all stock, glasses and everything on site and ready. Glasses may need wiping/drying before use).
- To run bar, min 2 people, to take cash and serve
- 1 person to collect and wash glasses
- People to clear away, min 2 but ideally more
 - Take tables back to school and put away
 - Take stock of full unopened bottles/crisps, and store for future use (or agree for school to not buy those things)
 - Ensure safe-keeping of money
 - Take tablecloths and tea towels home to be washed
 - Stack all glasses in crates and load into car
 - Take away empty bottles for recycling
 - Take children's cups back to classrooms
 - General clean-up of area

After:

- Return glasses to Morrisons
- Return money to Amanda/school office
- Return table cloths and tea towels to kitchen
- Do recycling

PIZZA PREPARATION FOR FAIRS POSTER:

Customers go to kitchen

Pay £3 per pizza

Roll out dough – size of the centre of the plate and not too thin!

Add thin layer of sauce to approx. 1cm from edge

Add toppings – not too much and keep as flat as possible

Write name on outer rim of plate in dark pen

Sprinkle dry polenta onto plate

Place pizza on plate

Take plated pizza to pizza oven for cooking

Linger for approx. 5 minutes

Eat and enjoy!

SAMPLE WORK PARTY SIGN UP SHEET

DATE:

10-2pm

PLEASE NOTE THAT YOUR CHILDREN ARE YOUR RESPONSIBILITY AT ANY EVENT AFTER SCHOOL HOURS.

PLEASE REMEMBER WE HAVE A VEGETARIAN KITCHEN – MEAT PRODUCTS MAY NOT BE STORED, PREPARED OR SERVED ON THE PREMISES.

REFRESHMENTS & LUNCH FOR WORK PARTY DAY

(Note, quantities for 50-60 people)

3 packets Biscuits	2 packets gluten free biscuits
4 litres milk	2 litres dairy free milk
2 litres hi-juice squash	

SOUP approx. 400ml/ adult. 200ml/ child

Soup	Soup
Soup	Soup (Vegan)
Bread	Bread
Bread	Gluten Free / Vegan Bread
Butter and Vegan Spread	Salad
Salad	Salad
Pudding	Pudding
Pudding	Gluten Free / Vegan Pudding

Please sign up if you would like to have lunch:

- 1.
- 2.

Sample sign up sheet - APPLE PRESS CAFÉ

Date:

HELP NEEDED

Apple Press Help – 8.30am – midday	1	2	3
Apple Press Help – 1 – 5pm	1	2	3
Café Preparation	1 or 2		
Café Serving – 3-3.45pm	1	2	3
Café Serving – 3.45 – 4.30pm	1	2	3
Washing Up, Kitchen – 3.15 – 4pm	1		2
Washing Up, Kitchen – 4 – 4.45pm	1		2
Washing Up, Middle Room – 3.15-4pm	1		2
Washing Up, Middle Room – 4-4.45pm	1		2
Clearing up – 4.45-5.30pm	1	2	3

FOOD CONTRIBUTIONS

Ideally apple-based yummys!

Cake	1 2	Fairy Cakes	1 2
Brownies	1 2	Cake	1 2
Flapjack	1 2	Vegan	1 2
Cookies	1 2	Gluten-Free	1 2
Cake	1 2	Other yummys	1 2

**PLEASE REMEMBER YOUR CHILDREN ARE YOUR RESPONSIBILITY
AT OUT-OF-HOURS EVENTS**

AN OUTLINE OF THE MAIN TASKS – BUILDINGS & GROUNDS CO-ORDINATOR

Meetings

All the tasks below are talked through with the Teacher in charge during regular meetings-usually once a term.

Essential Jobs

There is a list of jobs that must be fulfilled on a weekly or regular basis - they are the important “house keeping” type jobs that help keep the school running day to day.

These jobs stay pretty much the same year round with the odd addition or alteration and some seasonal fluctuations.

- The co-ordinators job is to check the "Essential Jobs list" (example attached) before the beginning of each term to make sure that the jobs are being fulfilled. Then to check-in with all the people who have signed up to those jobs to make sure they are clear about what the job entails and that they are happy to continue. They must keep the teacher in charge updated of any changes. This can all be done by email.
- If anyone notices during the term that jobs are not covered then it is the co-ordinators job to find out why and find a replacement if needed. All those parents who have signed up for these regular jobs should inform the co-ordinator if they are unable to fulfil the job at any point but they may need to be reminded from time to time.
- If a parent cannot do their job but wants to keep it (ie away/sick) the parent must find a replacement as soon as possible to provide cover themselves.

General Buildings and Grounds Maintenance – one-off jobs etc

Every year there a few one-off jobs that need to be covered. For example a decorating job, putting up the yurt, moving some junk to the tip.

The organising of these jobs are usually discussed at the regular meetings with the Teacher in Charge. Or the co-ordinator will get an email from them to pass on to parents.

Work day

- Supporting the Teacher in Charge and caretaker with the jobs that need doing - leading up to and on the day.
- Organising the lunch - calling for donations of food, Organising soup (Tideford if needed), salads, puddings, bread.
- It is good if about 2 weeks before workday a sign goes up on the green board at school asking people to sign up to bring biscuits and milk, soup, Salad, Bread, and puddings.
- Then about a week before it is good to send out an email reminder.
- Tideford have offered to give free soup if needed - if we don't have a good soup making parent on board.

Communication

A big part of the co-ordinators job is to communicate between the school and the parents. So a fair amount of time is spent in keeping the mailing list up to date and responding to questions from parents.

Termly the school office will send an updated list of emails for parents and a list of those who have left to remove from mailing lists. Often there will be new parents joining part way through the term. It is nice to send a little “welcome aboard” email to new parents introducing yourself and sharing your email as contact for any questions/support they may need with their contribution hours. Also through the year there are a couple of the new parents meeting which is a good opportunity to meet new parents face to face.

Co-ordinators are invited to parts of council meetings each term to give feedback on the parental contribution system and how it is going. It is not required that co-ordinators attend in person but it is good to have an update in writing for Teacher in Charge to share with council. Teacher in Charge will email to give notice of when the council is meeting.

Expenditure of school fundraising funds for one off projects and particular needs will be asked to be approved by co-ordinators.

Opting out

All parents with children in the main school are expected to fulfil the non-financial contribution to the school by contributing approximately 12 hours of their time per term - time spent at work party is included as part of this

contribution. Early Years parents with children young enough to have childcare fully paid for by the government voucher system (ie only 15 hours) do not have a legal requirement to contribute hours. A list of these will be given to you by the school secretary. However it is such an important part of becoming part of the school community that we encourage all parents to participate for their own benefit.

Each term the co-ordinator will be asked to send an email to parents to ask who wants to “opt out” of the parent contribution hours by paying the extra fees for the term with a date.

It is the co-ordinator who sends this email but any questions about the payment are referred to the office and it is the office that administrates the collecting of the extra fees and then lets the co-ordinators know if anyone has opted out. It is not the coordinators job to ‘police’ parents but if they notice that a family is not opting out and have no jobs then a gentle suggestion of a job that needs doing usually helps. If there are any problems with this then talk directly to the Teacher in Charge.

Essential jobs list

Please fill in gaps and email Coordinator to say that you have and to find out more about the job-

1. Office helper -1 person-weekly-**DBS needed**
 - 1.
2. Deep clean cups and Notice board in kitchen kept tidy –fortnightly
 - 1.
3. DEEP CLEAN -fridge –weekly and freezer-termly
 - 1.
4. Keep both fundraising cupboards tidy–fortnightly. Check both fundraising cupboards are tidy after all events and buy tea/coffee and biscuits for all events-fairs/café/work days
 - 1.
5. recycling-weekly
 - 1.
6. Publicity fliers put around towns-monthly check **and** posters around town
 1. Coordinator:
 - 2.
7. Boards and banner up and down on estate roads for fairs and open days
 - 1.
8. Kitchen shelves and cupboards cleaned and all cobwebs swept from ceiling and walls, -once a half term-3 hours
 - 1.
9. Weed flower beds on main path to school entrance
 - 1.
 - 2.
10. Throws cleaning-(collected half termly during holidays) and t-towels cleaning (weekly).
 - 1.
11. Gardening group with Shona weekly- Thursday afternoons if poss.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
12. Window sills and inside windows of music room and check throws and room is tidy. And wipe down inside of front door
 - 1.
13. Sand raked and forked and weeded under swings- weekly
 - 1.
 - 2.
14. Flower beds around new classroom weeded
 - 1.
15. Wipe down outside of front door and cobwebs
 - 1.
16. Flower boxes by Ben and Early Years to weed and ‘make pretty’
 - 1.
 - 2.
17. Early Years garden and Plants watered and cared for in both Early Years cloakroom)
 - 1.
 - 2.
18. Clean Early Years fridge-weekly
 - 1.

CLASS HELPER – JOB DESCRIPTION

Remember, you are not alone and you are not expected to have all the answers. This job should be FUN! There can be up to 3 class helpers at any one time. Please remember you can talk to the Group Coordinators or the Teacher in Charge if you are unclear or to anyone of the others if you need to ask questions.

Support the teacher

- Talk to the teacher frequently. Notice things that they might need and ask them what they need. Teachers appreciate this support and involvement.
- Communicate with the parents via notices on class door, Email, School News, or word of mouth about what the class needs - e.g. dolls, clothes, fabric, reading help. *Please remember that all written communications with parents (including emails) should be viewed by the Teacher in Charge or office staff before distribution.*
- Take the weight off the teacher - e.g. by collecting money for trips or permission slips, and organizing trips/lifts, shopping, helping to ensure the classrooms are tidy after school events.
- Be sensitive about how you word requests for money / help; avoid being too authoritarian, particularly with new parents who are feeling their way and may be quite unconfident.
- Remember some parents want to put a lot of time into the school, others appreciate the education their children get and don't mind doing their bit but would rather be somewhere else - both are OK. Be appreciative towards those who contribute a lot but non-judgmental towards those who do the minimum. If you feel it's a problem, (e.g. they WON'T pay their swimming money) consult the teacher, Teacher in Charge or office.
- Support the school
- When there's a general communication to the school - e.g. school fair, work days - encourage the class parents on behalf of the school (not too heavy!)
- Class helpers are involved in the social and fund-raising by the very nature of the job. However any extra time can always be put towards the garden and grounds if wanted.
- Support the Group Coordinator
- Attend Fundraising meetings or if you are unable to attend arrange to receive minutes from another class helper
- Help circulate messages from Parent Contribution Group coordinators to the class parents.
- Help the class run smoothly and happily
- Liaise with the class teacher over any class meetings and organize food, help moving chairs etc. if necessary
- Parents have ups and downs. It is not your job to deal with or solve them. However, you may get to hear of them. If they have a problem with the school, encourage them to talk immediately to the class teacher or Teacher in Charge. In both cases, it is much better to arrange a time in advance and the School Secretary in the office will organize this. Although it is sometimes possible to catch teachers for a quick word at the end of school, it is usually much better to have an organized time particularly if someone is upset about something. From your point of view, the issue is that they have a worry and not whether the worry is right or wrong. Stay neutral, don't get too involved, and avoid being either too sympathetic or too judgmental about their worry.
- If you become aware that a parent is going through a particularly bad time it is helpful to inform the teacher or office. This is not being disloyal, but aids awareness, sensitivity and harmony within the school and enables support to be given to children - or sometimes adults - if appropriate.
- Helping new parents settle in
- The School Secretary will inform you of new parents' arrival and their phone number. Introduce yourself and be welcoming. You will get a feel of how anxious they are to get to know other parents, and how much support they would like. Parents just moved into the area are often particularly grateful, as are some Early Years parents too.
- If you have time, have a cup of coffee with them in the kitchen.
- It is often a good idea to link them up with another parent who lives near them or has a child of the same age.
- Explain about the Community Group and what it is about. Encourage them to look at and sign up on the sign-up notice.
- Encourage them to regard the office as a friendly place to go to with any little queries.
- Maintain your support, be interested in how they / their child is getting on, be aware if they are feeling left out.
- The Teacher in Charge and School Secretary should have explained general school arrangements - lunch, pigeonholes etc. - but it is your job to explain class arrangements such as change of clothes, wellies, coat, sun cream etc.
- Liaise with previous class helper if possible when taking on the role and also with your replacement when you are standing down.

SOCIAL & FUNDRAISING CO-ORDINATOR JOB DESCRIPTION

Main purpose: Fundraising is the aim of the game, but connecting people and building a strong community is a crucial part of the role. To organise time- tabled events in liaison with the Teacher in Charge throughout the academic year whether it is the annual summer fair or a class cafe. There are also smaller and equally important social events such as, sports day with an ice-cream treat to finish, along with frequent work parties; a time to come together and get those specific and wide-ranging jobs done. This post requires a moderately sociable person.

The skills, knowledge and experience needed for this position are as follows: to be an excellent communicator with good listening skills, strong organisational skills, to be able to work individually and as a team member while being capable of making decisions and taking the lead within group decisions. You will have experience in facilitating people to ensure motivation and enthusiasm.

Key responsibilities:

1. Liaise with the teacher in charge and Buildings and Grounds Group Coordinator to develop community based projects
2. Networking within the extended community to build relationships and a resource of useful things
3. Work co-operatively with other group coordinator on overlapping events and projects
4. Develop and agree strategies with group members and teacher in charge
5. Oversee the financial management of limited budget
6. Carry out various administrative tasks
7. Recruiting parents into existing projects and sensitively monitoring time commitment in relation to school policy
8. Planning, attending and co-ordinating meetings
9. Prepare progress reports on the overall running of the group, with a synopsis of short/mid and long-term projects. To be submitted at council
10. To enjoy the role and have fun

Approximate time commitment to this role is 2-3 hours on average a week with more time given leading up to events.

BUILDING & GROUNDS CO-ORDINATOR JOB DESCRIPTION

Main purpose: To develop and lead the implementation of practical work in the school garden, surrounding grounds and the internal building in liaison with the Teacher in Charge. Help to co-ordinate parents from the building and grounds group to maximise opportunities for practical engagement related to buildings and grounds maintenance and projects. To work cooperatively with the school gardener to ensure sustainable land practices. To liaise with the coordinator of the Social Events and Fundraising Group on overlapping events for example work parties.

The skills, knowledge and experience needed for this position are as follows: to have been part of the school community for at least two years and have an expectation to continue in the role for at least two years; be an excellent communicator with good listening skills; strong organisational skills; to be able to work individually and as a team member while being capable of making decisions and taking the lead within group discussions.

Key responsibilities:

1. Liaise with the teacher in charge and Social and Fundraising Group Coordinator to develop community based projects
2. Networking within the extended community to build relationships and a resource of useful things
3. Work co-operatively with other group coordinator on overlapping events and projects
4. Develop and agree strategies alongside group members (including the gardener) and Teacher in Charge
5. Oversee the financial management of limited budget
6. Carry out various administrative tasks
7. Recruiting parents into existing projects and sensitively monitoring time commitment in relation to school policy
8. Planning, attending and co-ordinating meetings
9. Prepare progress reports on the overall running of the group, with a synopsis of short/mid and long-term projects. To be submitted at council
10. To enjoy the role and have fun

Approximate time commitment to this role is 2-3 hours on average a week with more time given leading up to events.