



# Stamford Green PTA

Community enrichment through fun and fundraising

Charity Number: 1015916



'Community enrichment through fun and fundraising'

November 2025

## 'Tis the Season to be Jolly...'

Dear Families,

Christmas cards (completed in September!) is perhaps a little too early to really feel a sense of Christmas spirit but with the recent Chocolate Tombola non-uniform day and another soon, for the Bottle Tombola, as well as our upcoming Wreath Making event there is hopefully now a little more of Christmas in the air! My thanks to Anne-Marie Carlin who has run the Christmas cards project for many years and also to Rosie Pethica who helped out this year and will be the lead next year.

We want to emphasise that in planning and running our events we seek inclusion over profit and only ever ask for donations from parents/carers (bottles/chocolate) which are not compulsory. Nobody should ever feel that they cannot attend an event or take part in a non uniform day due to financial difficulties so please always approach myself or another trusted member of staff, in confidence to help.

In the next PTA Bulletin, we will introduce the new PTA Trustees but this issue is dedicated to our outgoing Chair, Anne-Marie Carlin and Vice Chair, Sarah Smith. They have led the PTA through a pandemic and out the other side with efforts that saw the Path of Adventure move from a plan to reality for every child to enjoy. They have embodied many of our school values and the effort and commitment they have shown to Stamford Green is worthy of a Golden Jumper for life! I am sure the children and parents/carers of Stamford Green will join me saying a heartfelt thank you to you both and your families too, for all their support.

As many people start to think about Christmas shopping please do consider online fundraising. By just signing up to AmazonSmile or Easyfundraising, a donation from each purchase you make goes to Stamford Green. A guide is included at the end of this newsletter.

Yesterday, I ordered my Christmas Tree from PTA Events and it is still not too late if you want to get festively organised and support the PTA. Just be quick, as ordering closes on Wednesday.

Best wishes,

Mrs Druce  
Headteacher



Our next meeting is  
Wednesday 26 November  
2025 in the Blenheim pub.

Please join us.

All welcome!



The PTA are looking for someone to put together this PTA Bulletin in 2026... Could you spare two hours every half term? If so, please mail [pta@stamford-green.surrey.sch.uk](mailto:pta@stamford-green.surrey.sch.uk)

## Dates for your diary

### Second Hand Uniform Sale



Please hand any donations to the school office.

Next sale is Friday 21.11.25 - 8.35am until 9.00am.

### Wreath Making



Friday 5.12.25

7.00pm

Launched last week!  
Please read more [here!](#)



### Christmas Trees

Support the PTA and create or continue a tradition by purchasing your Christmas tree. Read the letter [here](#).

### Non uniform date

Friday 28.11.25 - Donations of a bottle in a bag for the Christmas Fair.



Thank you for your donations of chocolate last week.

### Christmas Fair

Sunday 30 November - 11.00am - 1.00pm

A host of wonderful Christmas activities, food and the opportunity to see Father Christmas.



### 200 Club - PTA Lottery

We are hoping to find someone to run our 200 Club. All the systems are in place so the time commitment is mostly a few hours required in getting people to pick their number!



## Fireworks 2025

A huge thank you to our great team of organisers this year including: Shelley, Steve, Heike, James, Laura, Alison, Megan and George, as well as to all the 17 amazing teachers that supported the event and the parent/carer volunteers.

Shelley and Steve have led the event for the last four years and hand the baton on next year. I am sure you will join me in saying a huge thank you for all their fundraising efforts and for providing such a brilliant event for the community.

If you volunteered during the evening, we could not have done it without you and we hope everyone enjoyed the evening.

THANKYOU!



## Calling All Christmas Elves!

Anne-Marie and Sarah are leading the much-loved Christmas Fair for the final time this year — and they need some new eager elves to help, particularly with set up during or after school on Friday 28.11.25.

Come along this year, lend a hand, as Anne-Marie and Sarah as they wrap up their final festive season. Let's make it a Fair to remember — and ensure the sparkle continues next year!

Interested? 30 minutes help would make all the difference. Get in touch and join our merry band of helpers today!

[ptaxmas@stamford-green.surrey.sch.uk](mailto:ptaxmas@stamford-green.surrey.sch.uk)



## Shout outs...

- Thank you to Rosie Clark, a new YR mum who led on the doughnut sale before half term.
- Thank you to Grace Clark who made sure our new YR families enjoyed the Stay and Play event.
- Thank you to Claire Trower who continues to support the school with the second hand uniform sales.
- Thank you to Viktorija Tebbett who has organised the sticky toffee pudding competition and sales.



We have a vacant role and are looking for someone to volunteer alongside our Treasurer John Sheehy. Could you help please? See below...

If so, contact Mrs Lee our School Business Leader who has been covering the role temporarily.

[parents@stamford-green.surrey.sch.uk](mailto:parents@stamford-green.surrey.sch.uk)



## Role Description

### PTA Finance Officer and Trustee for the PTA

The Finance Officer supports the day-to-day financial operations of the PTA. Working closely with the Treasurer and other Trustees, the Finance Officer will help ensure that the charity's finances are accurate, up to date, and compliant with relevant standards.

#### Key Responsibilities:

1. The Finance Officer is a Trustee and the responsibilities are outlined by the Charity Commission.
2. Assists the Chair on ensuring that Trustees comply with their duties and the charity is well governed; as outlined here: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
3. Ensure the work of the PTA is complying with the PTA Finance Policy.
4. Process payments, donations, invoices, and expense claims.
5. Act as a signatory on charity's bank accounts (as per policy).
6. Make payments from the bank account once authorised by the Treasurer.
7. Support the Treasurer with preparation of financial reports for trustee / management committee meetings.
8. Support the Treasurer with the preparation of annual accounts and reporting to the Charity Commission.
9. Help to ensure compliance with financial procedures and controls in line with the finance policy.
10. Attend Trustee meetings termly and PTA Management Committee meetings half termly and contribute to planning and decision-making.
11. Liaise with relevant volunteers e.g. other Trustees, event leaders, treasurer, regarding financial matters.
12. Ensure that the Finance Policy is understood and followed by all relevant volunteers.
13. Financial Administration of Events/ Projects/ Activities
  - a) Coordinate with PTA Event/ Project/ Activity Leaders regarding floats required and ensuring safe distribution of floats in line with the Finance Policy including obtaining a signature from the Event/ Project/ Activity Leader to confirm receipt.
  - b) Ensure prices are regularly reviewed and aligned across events, as well ensuring that Sum Up codes are consistent and set up in advance for each Event/ Project/ Activity.
  - c) Take responsibility for the collection and accurate recording and banking of cash in line with the controls in the Finance Policy.
  - d) Take responsibility for distribution of Sum Up machines for each Event/ Project/ Activity, ensuring that units are charged and functioning prior to events, serial numbers are recorded as needed for reporting purposes and that all units are collected and put away safely at the end of the event.

This responsibility may be delegated for all Events/ Projects/ Activities to a named individual with appropriate controls as per the Finance Policy.



# ELFRIDGES & CO



## 🎁 CHRISTMAS ELFRIDGES DONATIONS NEEDED! 🎁



Help us spread some Christmas cheer!



Our magical 'Elfridges Store' is returning to Stamford Green's Christmas Fair and we need your help to fill the shelves!

We're asking each child to bring in *two small gifts* suitable for a man or woman.

The elves will then help children choose a special present for their parents or carers at the Christmas Fair and even wrap it beautifully!



Perfect donation ideas:



Candles



Socks



Keyrings



Toiletries



Cosmetics



Mugs



Chocolate



Unwanted new gifts



Key Dates:

- Donations can be brought to the school office any day up to Wednesday 26 November.
- The Christmas Fair takes place on Sunday 30 November.

Thank you!

*Your donations help make the magic happen, ensuring every child can give a*

*thoughtful gift this Christmas.*



## Christmas Shop & Fundraise

Please help the PTA by boosting fundraising from your shopping online this Christmas. It costs you nothing and is really simple to use.

### AMAZON

Did you know that Amazon will donate 0.5% of the net purchase price to Stamford Green (at NO expense to You!)

So far we have raised £839.69 through Amazon Smile and with the festive season approaching there is scope to raise a lot more!



Follow the steps below to register Stamford Green PTA as your charity.

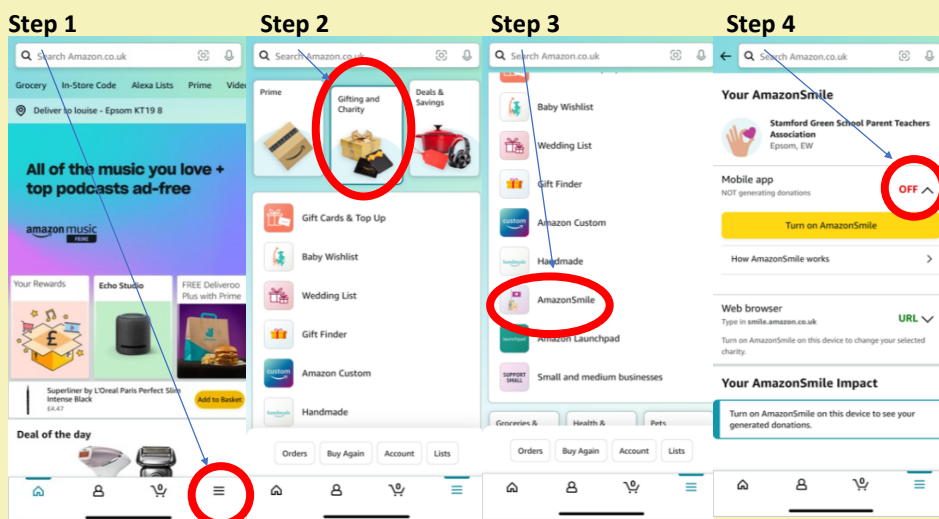


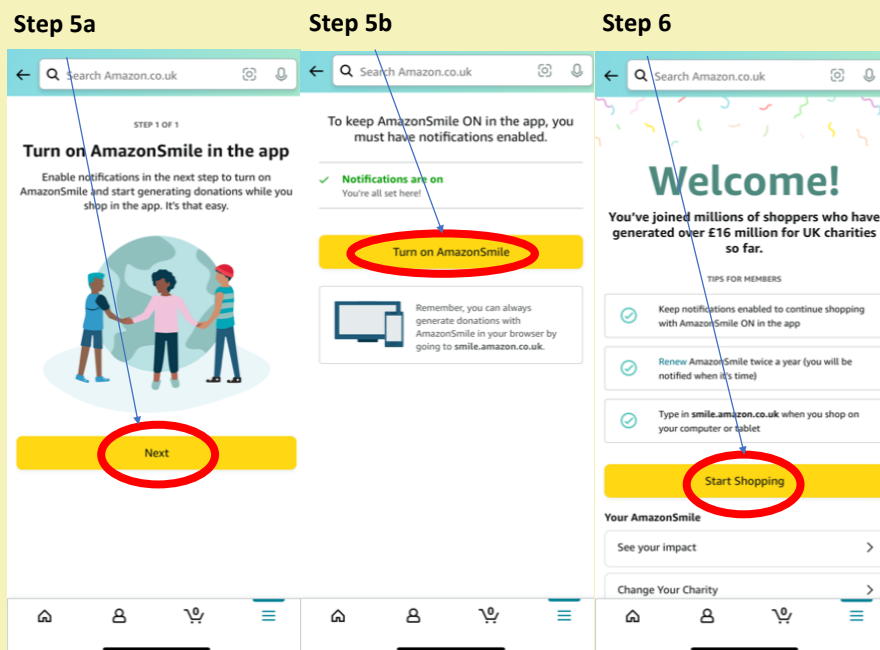
### On a laptop/computer/mobile

- Open the smile.amazon.co.uk URL
- Sign in using your normal details
- In the charity search bar type in Stamford Green School Parent Teachers Association
- Select this from the list that appears and you should receive confirmation of your selection
- Save smile.amazon.co.uk as a favourite. You will need to always use this URL rather than the traditional amazon.co.uk when you shop online to fundraise.
- Shop away and collect money for Stamford Green at the same time.

### On the Amazon App

- First follow the sign up instructions above on a laptop or mobile device.
- Open the Amazon app and click on the 4 horizontal lines Menu at the bottom right.
- Click on 'Gifting and Charity' image
- Scroll down to the AmazonSmile icon
- Turn on the 'Mobile App' generating donations (default setting is off)
- Enable notifications to turn on AmazonSmile
- Every time you shop on the app you will be collecting money for Stamford Green





## **EASYFUNDRAISING**

For those that don't use Amazon or would prefer an alternative option for online fundraising we have Easyfundraising.

<https://www.easyfundraising.org.uk/causes/stamfordgreenprimary/>

We now have 132 people on easyfundraising but over 400+ families at the school so we have a long way to go to maximise this opportunity. So far we have raised £2,796.

If you do your weekly shop online, you can raise up to 3% shopping at John Lewis or 2% at M&S. Plus up to £4 at Sainsburys and £2.50 at Tesco. There are over 3,000 shops and sites on board ready to make a donation, including Amazon, ebay, Travelodge, Waitrose and Etsy – it won't cost you a penny extra!

## **EASYSEARCH**

Use a different search engine. Ditch Google, Yahoo! or Bing, in favour of:

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

By using easysearch instead of Google or any other search engine, you can make a real difference. easysearch is completely FREE and by making just 10 searches a day, you could raise around £20 a year for to your chosen cause.

