



Update July 2024

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Events review 2023-24

Recent events: What went well/could be done better:

Bounce-a-thon - Raised over £5,000 for new play mound, lots of volunteering support. School council to look at options for the mound early next term. Volunteers to be DBS checked next year.

Reception uniform sale - Sale before/after the welcome meeting in Harlequin Hall worked well and raised over £400.

Charity cake sale - Understandably not enough bakers at this time of the year, sales to be brought forward next year. Thanks to those who were able to help.

Year 6 pre performance refreshment sale - Very popular with attendees. Raised over £400. To be repeated!

Final uniform sale of term - Raised over £400. Good feedback on organisation of clothes. Need to explore where to hold future sales as the clothes rails can't take being moved to the sun shelter!

Provisional event schedule 2024-2025



Autumn Term

Spring Term

Summer Term

Fri 13 Sept	CSA meeting, 9am-10am	Mon 13 Jan	Uniform sale, time TBC	Mon 28 Apr	Uniform sale, time TBC
Mon 16 Sept	Uniform sale, time TBC	TBC	Charity cake sale, after school	Wed 30 Apr	CSA meeting, 8pm (The Anglers)
Fri 20 Sept	Welcome back drinks, 8pm (The Anglers)	TBC	Infant film night, 3:15pm - 4:30pm	Fri 16 May	Bounce-a-thon
Fri 27 Sept	Reception/Nursery playdates, 2pm - 3pm	Fri 7 Feb	CSA meeting, 9am-10am	TBC	Summer event TBC
TBC	Charity cake sale, after school	TBC	Junior disco yr 2 & 3, 3:15pm - 4:30pm	Fri 4 July	CSA meeting, 9am-10am
Fri, 25 Oct	Pyjama muffi day	TBC	Junior disco yr 4, 5, & 6, 3:15pm - 4:30pm	Mon 7 July	Uniform sale, time TBC
Sat 9 Nov	Fireworks Night, 4:30pm - 7pm	TBC	Parents event TBC	TBC	Sel guided treasure hunt TBC
Tue 12 Nov	CSA meeting, 8pm (The Anglers)	Further event dates/timings to be confirmed in the autumn term.			
Fri 22 Nov	Muffi day - BOTTLE TOMBOLA				
Fri 29 Nov	Muffi day - CHOCOLATE TOMBOLA				
Sat 7 Dec	Christmas Fair, 12pm - 4pm				

Further event dates/timings to be confirmed in the autumn term.

Family fun events: Family fundraisers and/or community building events. Need more organiser and volunteer support.

No adults allowed: Lower effort events, popular with kids, good income stream.

Book your babysitter: Parent's drinks, quiz night, sports activities etc. Predominantly social events.

CSA meetings: Meetings are either at the school or at the pub!

Sales: Pre-loved uniform and charity cake sales.

New Christmas Fair team 2024 NEEDED!

Help Cindy to organise the xmas fair! We will be meeting once a month, a total of 4 meetings, each person will be delegated a task to complete. Roles needed:

Coordinator:

- Help Cindy with pre-event planning and coordination
- Onsite management on the day of event

Sponsorship coordinator:

- Reconnect with previous sponsors, generate new sponsors through cold calls and outreach, manage budgets and relationships with businesses, coordinate logistics with the team

Additional support roles:

- Help the team manage a zone. Ideally each zone will have a manager.
 - Bar zone, decoration zone, game zone, food & drinks zone, tokens/raffles

Santa's Grotto:

- Grotto manager, two lovely dads to be Santas (2 hours per slot), set up and pack up crew

Volunteers on the day of event:

- 70 volunteers, working 1.5 hour time slots

New Summer Event team 2025 NEEDED!

Can you help us? Do you have the events skills or enthusiasm to help us get a new event off the ground? We need to form an organising team asap! Roles currently needed:

Coordinator(s):

- Take lead on pre-event planning and coordination
- Onsite management on the day of event

Additional support roles:

- Help event coordinator/manage a zone

The school has requested that the event be more structured than last year's picnic.

Ideas being explored are a return of the circus or a summer Fête.

Other vacancies

Firework Night team - 10-15 hrs per yr

Additional support roles:

- Help event coordinator/manage a zone with Ricky who is taking over from Liv.

Volunteers:

- On the day of event we need 70 volunteers working 1.5 hour time slots

Spring parent event team - 10-15 hrs per yr

Coordinator(s):

- Take lead on pre-event planning and coordination
- Make your mark with a new event e.g. quiz, auction of promises, sports event

Additional support roles:

- Help event coordinator/manage a zone

If you think you can help, please let us know on the survey sheet [here](#) or by emailing collis.school.association@gmail.com

All roles will have support from the CSA committee, no one will be left alone.

We cannot run events if new teams of volunteers are not formed.

Priorities arising from school survey

Continue to focus on family/weekend events at centre of events programme

- Establish new event organising teams, develop new summer event

Greater focus on building a stronger community as well as fundraising

- Trial small-scale (free!) social activities e.g. coffee mornings, drinks, playground meetups
- Introduce Classlist to help improve sense of community across the school

Acknowledge that not everyone is in a position to contribute time and/or money

- Give more notice and better information about what is expected of volunteers
- Emphasise quick wins that don't require too much input
- Be mindful of the frequency/nature of comms requesting support

Respond to cake sale fatigue/concerns over healthy eating

- Agreed there will be no year group cake sales next year (except year 6)
- Introduce an Xmas pudding sale so that teachers/other family members can contribute

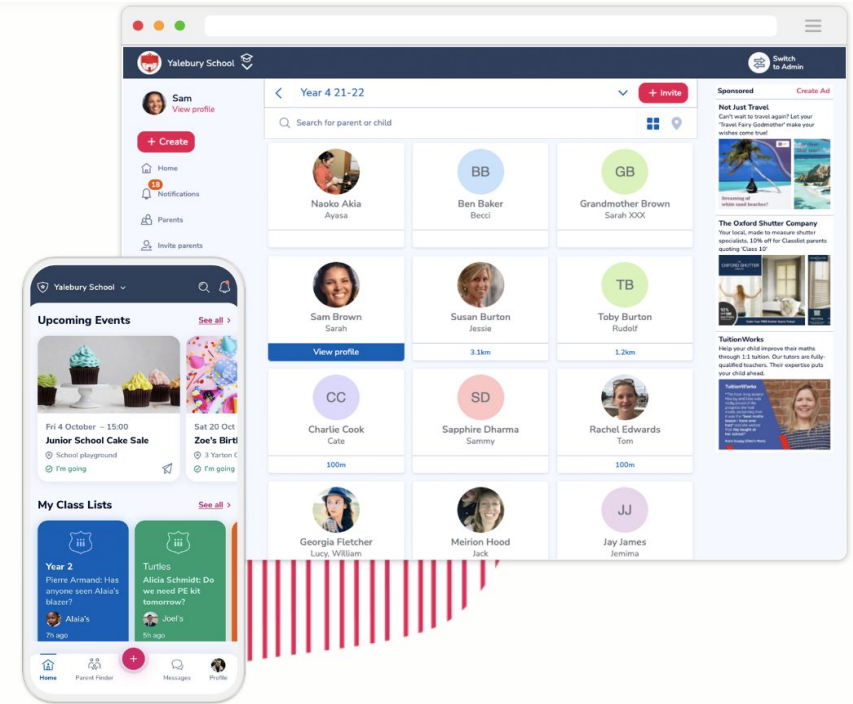
Classlist | Summary

We are in the process of introducing the parent portal [Classlist](#) to the Collis parent and carer community.

We hope this will build a stronger, safer and more inclusive parent community across school as well as improving CSA communications and streamlining events management.

Benefits of Classlist:

- Various features to help connect parents
- Makes the job of being a class rep easier
- Range of tools for the CSA all in one place
- GDPR compliant
- Parents have full control of notifications



Classlist | What happens next?

We have been piloting Classlist over the last six months and are now rolling it out. From September 2024 Classlist will be the primary method of CSA comms and ticketing.

All registered parents/carers who wish to join Classlist can do so via this [link](#).

It is not compulsory to either sign up or download the app. Key CSA comms will still be shared in the newsletter and Parentmail. Class Reps can repost messages in their WhatsApp group if that works best for their class. Tickets can be bought via a guest check-out page.

Bear with us! We will be in a transition period while we get used to working with Classlist.

We would be grateful to Class Reps, committee members, event organisers, volunteers and anyone else who helps us to embed Classlist by making use of its features.

Questions/feedback? Check out the Classlist [website](#) or get in touch with the CSA on collis.school.association@gmail.com or via Classlist.

Classlist | Info for Class Reps



It would be really helpful if at least one Class Rep for each class is on Classlist. Please let us know who you are on Classlist so we can add you to the relevant groups and assign admin rights.

Reps have access to both the parent side and admin side of Classlist. This means you can approve new parents joining your class and can create announcements and events.

Reps can use the events feature to create and manage class or year based social events.

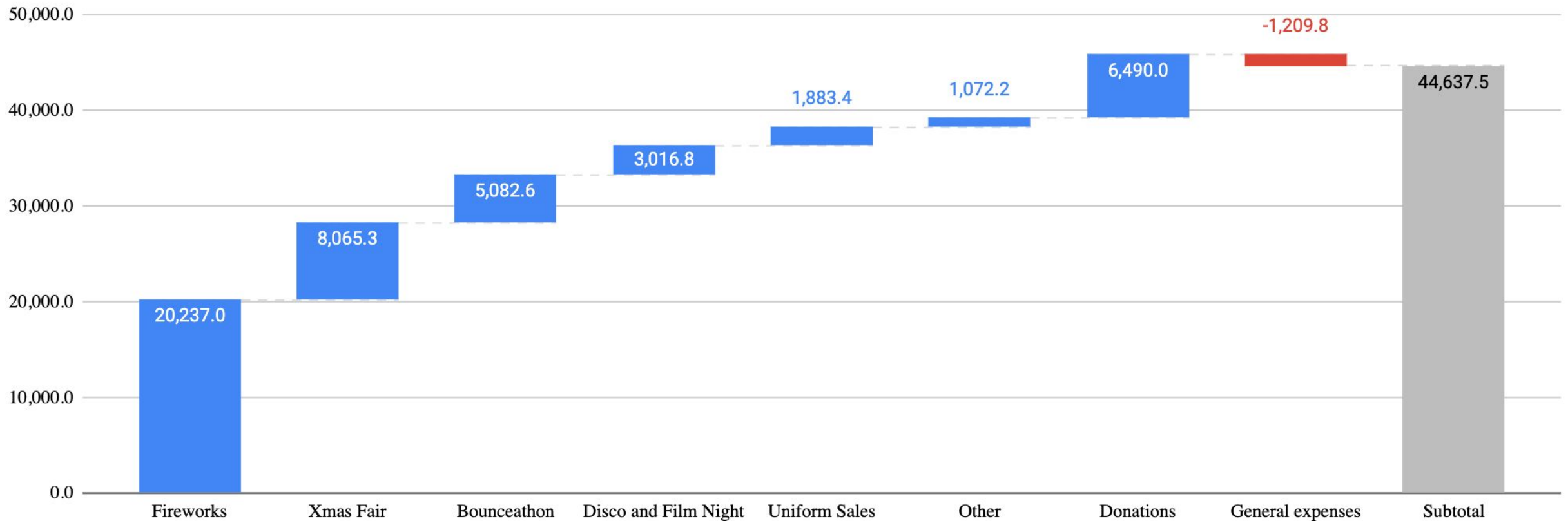
Most importantly, Reps can post announcements to the whole school e.g. re class cake sales, community notices etc. Please post these on Classlist INSTEAD of the Class Rep WhatsApp group.

We'll be posting all CSA events and announcements on Classlist. We'll keep the Class Rep WhatsApp group open, but we don't intend to post CSA comms in it.

Reps can of course still repost announcements/events from Classlist into class WhatsApp groups. Please do attend the CSA/Reps meeting on 13 Sept or get in touch if you have questions!

Financial update | Fundraising activities to date

The Fireworks Night and other activities have raised £45k so far this year. Thank you everyone who contributed to these successful events by organising and volunteering at events and by making donations in cash, uniform or other forms.



Financial update | Donations this year

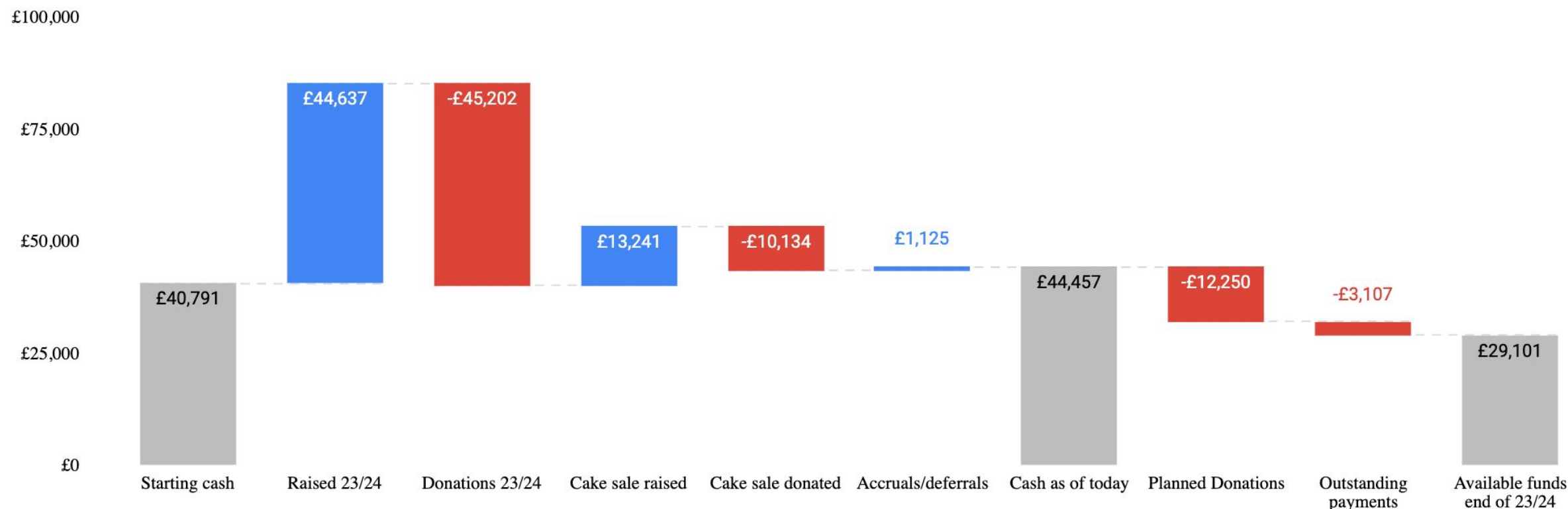
£45k has been donated to date to improve school facilities and support children's learning activities. A further £12k donations are planned this academic year.

Donations done	45,202
16 ipad charging units	6,085
Music room	3,000
Term allowance - fully paid	10,000
Forest school sessions - last pay	2,065
Stamps for Y1 posting activity	122
Zone repairs	3,010
Gazebo	403
School signage	2,000
Nursery bulb planting	50
Reception colour mixing / printing	100
Poetry: Author visits, workshops	1,175
Annual OPAL maintenance (in	4,000
Computer room update	12,100
VR workshop Y4-5	665
Y2 Workshop Great fire of Lond	426

Donations planned	12,250
Outdoor benches	1,000
Art & DT event	1,000
Art studio	6,000
4 basketball hoops for MUGA	4,000
Additional support (settling)	250

Financial update | Cash available

Spend is in line with donations year-to-date. £44k cash available as of today. A further £12k donations are planned this academic year. **Savings account now open!**



Financial update | Cake sale

Over **£13,000** raised
for classes on cake sale events!*



*Class cake sale funds now go directly to the school and don't form part of CSA figures.

Thank you!

Thanks so much to everyone who has helped out this year by organising/volunteering at/attending events, being a class rep, donating money, baking/buying cakes, donating/sorting uniform, supporting with admin/finances, manning stalls, attending meetings, providing moral support...the list goes on!

We really couldn't do it without you!

Dates to remember

Friday 13 September

CSA meeting including Headteacher Q&A
and info for Class Reps - 9am (Colliseum Hall)

Monday 16 September

Uniform sale - timing and venue TBC

Friday 20 September

Welcome back drinks - 8pm (The Anglers)

Get in touch

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Helen Swainger, Secretary

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Have a great summer holiday - see you in September!