

## **GENERAL**

### **Why does PAFA exist & what does it do?**

PAFA are a group of Colfe's parents (and friends) who work together to organise social events & fund-raising activities for the school. The money raised helps buy the 'nice to haves' that enrich the pupils' school experience. PAFA also supports the school in many other ways, including providing a cross year group network for parents, assisting with junior school events, running used uniform sales and arranging parent volunteers where required.

PAFA exists to bring the Colfe's School community together. Within the PAFA constitution the objects of PAFA are:

- To foster and encourage interest in, and to provide such additional support as may be required, financial or otherwise, for the furtherance of the education of the pupils; and
- To organise social and fund-raising functions for the benefits of the school and its pupils and the association.

We are a thriving and enthusiastic group who meet regularly to organise a variety of social and fundraising events throughout the year including:

- Seasonal firework display
- Christmas Fair
- Used uniform sales
- KS2 disco
- Summer social
- Social event for parents

Fundraising is either on behalf of the local community (we have previously raised money for Lewisham Foodbank, Demelza, St Christopher's Hospice, Evelina Children's Hospital and The Lewisham Donation Hub), or for the school (to provide additional equipment/other enhancements to school life for the continued development of the children).

### **What are the goals of PAFA?**

PAFA aims to:

- Engage parents, friends and pupils in the wider Colfe's community in order to promote a sense of belonging, through our social events.
- Provide an opportunity for parents to become involved in school life, both through volunteering at events and meeting parents from across the school community.
- Keep parents informed through our termly meetings, class representative meetings and communications, and interaction with the school's senior management.
- Provide the school with additional equipment or experiences which enrich the pupils' learning process and school life, through our fundraising activities.
- Support the local community through our charitable fundraising activities.

## **How is the money which PAFA raises spent? Who decides / how does PAFA decide how the money raised is spent?**

Depending on the fundraising goal (which is communicated when promoting an event) money is either donated to one of our fundraising partners (selected per event after consultation with the class representatives) or is held by PAFA and is available to be spent on items for the school.

The funds for the school are allocated by way of a 'bid' process. Each term, all departments are encouraged to submit bids for items that they feel would improve or enhance the learning environment for children. These bids are submitted to senior leadership team and PAFA for consideration. All bids are then discussed at the termly PAFA meetings, with final approval given by the Head. The bids cross all areas of school life. Examples of items PAFA has funded include:

- Sporting equipment – replacement cricket nets, house flags for house sports competitions , basketball hoops, ping pong tables.
- Junior school playground equipment – outdoor role-play equipment (camping, play stage, mud kitchen), outdoor playground toys, outdoor book libraries.
- Prizes for inter-school competitions.
- Late school equipment – scooters, playground equipment.
- Break time items for the senior school – puzzles for the library, materials to enable the senior school D&T students to make giant chess pieces for the outdoor space.
- Senior school club equipment – musical, photography, coding, languages, computing.
- Junior school club equipment – construction kits, toys, sewing machines and haberdashery.
- Guest speaker fees.
- CCF equipment – gazebos, equipment for Duke of Edinburgh participants.
- School equipment – choir folders, an adjustable lectern for children to use at junior school assemblies, piano keyboard stands.
- Additional equipment to facilitate school life during Covid – additional toys for EYFS to assist with sterilisation, picnic tables to enable students to comfortably eat lunch outside in a safe and separated manner.

Parents are warmly invited to attend our termly PAFA meetings (either in person or via our virtual meeting link) in order to see the bid process in action and participate in the discussions. The meeting dates and times are communicated via school comms.

## **What about the money raised by PAFA 300?**

The PAFA 300 Club is a lottery style draw with 3 prizes of £300, £150 and £75 drawn and paid each term. All the money raised goes towards funding additional items and activities that enhance school life for the children. These funds are also allocated using the bid process described above.

PAFA 300 has also made charitable contributions to the work being done by Colfe's staff and pupils at the Kotu School in The Gambia.

## **How can I know what bids have been made?**

All parents are automatically members of PAFA and as such all members are invited to join termly PAFA meetings to discuss bids. Meetings take place in person and virtually. The meeting dates and

times are communicated via school comms. Successful bids are published in the meeting minutes and PAFA newsletter.

### **We pay school fees, why does PAFA have to raise more money for the school?**

The money raised by PAFA goes to purchase those additional items that are not strictly necessary for educational purposes but that make the pupils' school life more engaging and interesting and enhance their learning experience.

For example, the pupils learn computing at school, but PAFA has provided second hand computers to enable students to fix and build a computer in computer club, and micro-bit processors to facilitate learning in coding club. Similarly, PAFA has purchased amplifiers to enable students who have formed bands to rehearse, and materials for D&T students to make giant chess pieces, which all students can now use on the chess board in the playground. PAFA has also provided playground equipment to the junior school and late school – this includes equipment to encourage activity and movement and role play equipment to facilitate continuous learning in the playground. During Covid, the funds held by PAFA meant we were able to quickly respond to make school life more enjoyable for the pupils, for example by purchasing additional toys for the junior school classrooms so that there were sufficient numbers to rotate and sterilise, and by purchasing picnic tables so pupils could eat lunch outside safely and in comfort.

PAFA also funds guest speaker fees where appropriate and has funded prizes in an essay competition in which local schools participate and which is run in conjunction with St Catherine's College, Oxford as part of their Outreach programme.

Where bids are made for items that are regarded as necessary for the learning process, these are referred back to the school.

### **Why doesn't PAFA act as a representative/ liaison between the school and parents to represent parent views?**

Colfe's parents are a large, diverse group with a wide variety of views. It would not be possible for a small group of parent volunteers to effectively represent the different views of parents. PAFA seeks to act on behalf of all parents at the school, in order to provide social events and enhance our children's learning experiences.

## **EVENTS**

### **What events does PAFA run?**

Our events include an annual firework display, Christmas fair, the KS2 disco, online used uniform sales and a summer social event. We also assist the junior school with volunteers where required, for example serving tea and coffee at sports day and other events, and face-painters for year group drama productions. There are also various social and fundraising events throughout the year.

### **Why are there not more events aimed at the senior school? Why does the senior school have less involvement in PAFA?**

We're keen to get senior school parents and pupils more involved in PAFA and are eager to hear from any parents who would like to help organise and promote events aimed at the senior school. Only if we have senior school parents involved in PAFA is it possible for us to cater our events and activities better to the senior school. If you'd like to get involved, please contact [pafa@colfes.com](mailto:pafa@colfes.com)

### **The fireworks always sell out – why can't more tickets be offered?**

We're restricted on the number of tickets we can sell to the fireworks due to health and safety measures. It's important that we ensure everyone remains safe at these events. We are looking into any ways we can increase the attendance safely.

### **Why are the fireworks so early in the year and not near fireworks night?**

We normally host our PAFA fireworks at the start of October. This allows us to keep costs (and therefore ticket price) down as well as have the CCF team help with catering. We ensure that we letterbox the local area with the date of the event to enable residents who might be affected to prepare.

### **Why can't the fireworks be held earlier in the evening? It's too late for small children.**

As set out above, holding the fireworks in early October enables us to enlist the help of the CCF on the BBQ (for which we are very grateful). We start the fireworks as soon as it is dark enough to properly see and enjoy them.

### **What are you doing to reduce single use plastic at events?**

We're very mindful of the environmental impact of all our events and we're working hard to reduce the amount of single use plastic being used. An example of this is giving out light wands instead of glowsticks at events, which can be reused for a long time. We'll continue looking at other ways of improving our environmental impact and we welcome suggestions!

### **Why don't PAFA run more events?**

Events can take a lot of organisation and we're dependent on parent volunteers to help us make that happen. We welcome more parents who can help in any way to organise further events – either as a one-off or as an ongoing class rep!

## **SECOND HAND UNIFORM**

### **Why isn't the uniform sale run more often?**

The used uniform sales are held near the beginning of each term. This enables us to remind people to donate, to ensure that we have a good amount of stock before opening each sale. Sorting, inspecting, counting, packing and preparing the orders (and chasing those who haven't collected their bags) means volunteers are dealing with the used uniform sale for most of the first half of term. A second sale very soon after the first is unlikely to have enough new stock to be worthwhile.

### **Why can't I buy used uniform at any time?**

Between sales, the used uniform is stored in an outdoor storage shed in the junior school playground. There are so many different items of uniform, it is not easy to access individual items in the shed without getting many items out. Accordingly, it is not possible to run the sale on a continuous basis.

### **Why can't there be a uniform sale before the start of the school year?**

The used uniform is stored on school grounds and donations are received by the school office. We need to wait until the school year starts so that donations of uniform can be received in order to have enough stock for a sale. These items are usually being used by pupils right up to the end of the previous school year.

### **The uniform sale website is very hard use – why can't this be improved?**

We have updated the used uniform sale site to include photographs and categories of items and it is now much easier to use.

### **Why isn't there more senior school uniform, sports kit or girls' blazers available?**

We can only sell those items that we are donated. We welcome more good quality items of all kinds. We accept most Colfe's uniform, but not generic items like grey trousers/shorts, white school shirts or shoes. You can donate uniform at any time by leaving it in a bag labelled for PAFA at the junior or senior school reception.

### **The item I received was not in good condition – what should I do?**

The condition of the donations we receive varies but the vast majority of items are in a good/used condition. When checking stock, we endeavour to remove any items with significant issues and attempt to repair any holes or try to remove/lessen stains and bobbling. Sometimes a few damaged items may get missed. We agree to refund for any significant damage, but minor imperfections, missing buttons, or obvious "worn" condition are reflected in the low prices of items.

### **CLASS / YEAR REPRESENTATIVES**

**What do the class reps do?**

The class reps help the PAFA committee operate successfully. They volunteer to help run PAFA events and fundraisers and to help the school; help set up, and share information with, class WhatsApp groups; manage teacher and staff collections at Christmas and the end of the school year in the junior school; help decide what events and fundraisers to run; and organise social events for their year groups.

**How do I become a class rep?**

If you are interested in becoming a class or year rep, please email us at [pafa@colfes.com](mailto:pafa@colfes.com).

**Why are all the class reps from junior school?**

Our parent survey has indicated that there is a clear wish for PAFA events focused at the senior school. We therefore welcome volunteers to be representatives from the senior school. We envisage that the senior school reps would be year group reps, rather than class reps. Please email us as [pafa@colfes.com](mailto:pafa@colfes.com) if you would like to be a senior school year rep.

**Who are the committee members?**

Chair: Nerida Hext

Vice Chair: Suzanne Jiggins-Johnson

Treasurer: Sobiya Vinothan

Acting Secretary: Duncan Harvey