



## **The Role of FORS (Friends of the Roche School)**

### **About FORS**

FORS is a charitable parent teacher organisation, established to strengthen the wider school community and enhance the experience of pupils at The Roche School.

Run by parent volunteers, FORS raises money for activities and equipment that will benefit pupils. We organise events throughout the school year, designed to raise funds and provide social opportunities for pupils and parents alike, bringing together children, teachers, and parents across all year groups.

Funds raised by FORS over the years have, amongst other things, enabled us to purchase two school minibuses to use for sports fixtures, forest school and trips, resurfacing of the playground, Virtual Reality equipment, computers, and iPods for teaching staff, and pay for first aid training for Year 6 children and a member of staff for Toy Club.

Although many of the events organised by FORS are seamlessly run by a few key parent volunteers, a small committee of a Chair/Co-Chairs, Treasurer, Secretary and Ordinary Members, is needed to oversee and co-ordinate its activities, manage finances, liaise with the school leadership team and to ensure compliance with Charity Commission regulations. The Committee also becomes the trustees of FORS and meets with Class Reps once a term.

### **Committee Roles - Vacant for academic year 2022/2023**

With some of the current committee stepping down in September 2023, we are seeking parents to come forward to volunteer to be on the committee, without which FORS will be unable to continue.

**There are three FORS roles which will need filling from September 2023, shadowing will start on 5 January 2022:**

#### **Shadow Secretary**

The role of the secretary is to ensure legal obligations and admin are kept up to date (including obtaining any licenses or giving any notices to the council), to ensure the Charity Commission obligations of FORS are complied with, to attend FORS meetings and to take and circulate minutes where necessary. This only requires a few items per term and info will be provided by the outgoing secretary so no prior knowledge required!

## **Shadow Treasurer**

The role of Treasurer is to ensure our financial obligations and admin are kept up to date, to ensure the Charity Commission obligations of FORS are complied with, to submit an annual report at the end of the financial year and to keep on top of all outgoings and expenses to comply with our legal obligations. This requires a few items per term, generally around the event times and information will be provided by the outgoing Treasurer.

## **Shadow Communications**

The role of Communications is to organise the events planning on the school app: Classlist or PA Connect and ensure that parents are invited. To provide information through this platform to parents about the FORS events happening in the school. This also only requires a few items per term, generally around the event times and information will be provided by the outgoing Communication person.

If you would like to speak to someone about the open roles, please email rochefriends@gmail.com.

## **Current proposed 2022/2023 committee:**

**Chair:** Mai-Ling Dwyer

**Treasurer:** Fiona Evans

**Secretary:** Rohini Regunathan

**Communications:** Sonja Dodard

**Non-Trustee Committee members:** Dounia Faraj, Emma Fleming, Janine Forsyth, Gail Harding, Hamda Ismail, Barbara Prempeh, Shereen Prospere and Susanne Thomas.

## **Volunteers required for individual events**

In addition, we need volunteer organisers for the key events we tend to run throughout the school year. Events will be contingent on volunteers coming forward or re-running events.

### **Pre-half term events**

#### **Black history month**

1-31 October

- Guest speakers throughout the month providing workshops to the children

#### **Yom Kippur**

Monday 3 October

- Year 3 Children to give an assembly talking about Judaism

#### **Nearly new uniform sale - winter uniform (Christmas jumpers & Halloween costumes)**

Thursday 6 October (14:30-16:30) and Friday 7 October (8-10:30) in Hilden House

- This a Uniform Sale with a difference, we will be incorporating Christmas jumpers that people wish to donate as well as Halloween costumes

#### **Christmas cards**

Friday 7 October – Friday 14 October

- Cards created featuring your individual child's artwork

### **Freaky Friday**

Friday 21 October - Dress to express day

- There will be a collection at the gate with best dressed receiving a prize

### **Post half term events**

#### **Halloween bake sale**

Monday 31 Oct and Tuesday 1 November

- Kicking off the first day back with some treats. Parents, teachers, and children donating spooky treats to raise money for house charities

#### **Christmas hamper raffle**

Friday 25 November (Donations) and Friday 2 December (Prize giving)

- Each class to put together a hamper (hamper box supplied by FORS) – all will be raffled to families

#### **Merry market**

Friday 2 December and Saturday 3 December

- Sale of high-quality Christmas trees, decorations and food, Trees sold via Classlist for collection from the school

#### **Christmas jumper day & Christmas mini fair**

Monday 12 December (09:00-15:15)

- Children have a day full of Christmas stalls and games in the school hall, with some of the class reps as stall holders. This will involve the whole school, under the guidance of the FORS committee

### **Spring term events**

#### **Lunar New Year - Year of the Rabbit**

Friday 20 January

- The school will teach the children about the new year during the day, whilst FORS will give a gift to all children at the end of the day

#### **Diversity assembly & International bake sale**

Friday 10 February

- The school will teach the children about diversity in assembly and the children will be able to bring in cake donations, that represent their diverse backgrounds to sell on the cake stall

#### **FORS Disco**

Saturday 4 March (18:00-21:00)

- Upper and Lower School discos held in the school hall. Extra volunteers are always needed on the night to help

#### **Nearly new uniform sale**

Friday 10 March (08:15 – 9:30)

### **Quiz Night – for parents and staff**

Friday 10 March (19:30-22:00)

- Always a fun event enjoyed by teams of parents and staff, organisers have already been found, but we are looking for a small team of additional people to help on the night

### **Summer term events**

#### **Movie Night**

Saturday 6 May (18:00 – 21:00)

- Held on a Saturday evening in the school hall, two volunteers are needed to lead the event, this is to take over the running of these hugely popular evenings, assisted by a further group of volunteers on the night

#### **May mufti & bake sale**

Friday 26 May

- Children get to wear their own clothes and bring in cake donations to sell on the cake stall

#### **Summer fair**

Saturday 17 June (11:00-15:00)

- Under the guidance of the FORS committee, the class reps source parents' volunteers to help with the stalls. This is our biggest event annually, enjoyed by the whole school

#### **Summer party – for parents and staff**

Friday 23 June (19:00-24:00)

- A great way to mark the end of the school year and for parents and staff to mingle. One or two volunteers are needed to help with the event

We also sell **Tea Towels** and **Christmas cards** designed by each pupil, and high-quality **Christmas Trees** to raise funds for FORS.

**Other events/ideas** – FORS are always looking for parents with fresh ideas for fundraising events.

If you are interested in joining the Committee or running any of the events, or generally helping, please get in touch with us by emailing: [rochefriends@gmail.com](mailto:rochefriends@gmail.com)

**Thank you**

**The FORS Committee**