



PTA HANDBOOK



Broomfield
House School

Version: 3.0
Last updated: January 2025

WELCOME!

Dear Parents,

Welcome to Broomfield House
School!

We have a wonderful community here
and hope your family is excited about
joining us.

The Parent Teacher Association (PTA)
have put together this information so
that you know how things are at BHS
and what to expect in the coming
months. Starting a new school can
be overwhelming with so much to
absorb. We hope it is useful for you.



Some of you maybe wondering what a
PTA is!

A PTA is a Parent Teacher Association,
an organisation with a mission to make
the school a better place for it's
children. Broomfield House School PTA
brings together parents, teachers and
children to raise funds and strengthen
the school community.



GENERAL OUTLINE

The core committee consists of the Chair, Treasurer & Secretary as well as a few others plus all the Class Reps. There are usually 2-3 reps per class and being a small school there is an unofficial expectation that most families contribute in some way, often as a stint as a rep!

Every September an AGM is held and elections held if positions are vacant. If you would like to be part of the PTA team please reach out!

PTA Mission

The PTA operates under 3 pillars: Community, Communication & Fundraising.

Our fundraising goes towards the added extras that children at BHS experience.

PTA meetings


There are 6 PTA meetings (they are held on a weekday evening, usually a Monday) where we discuss our activities under our pillars, described above. The class reps attend but it is open to all parents so please come and get involved if you would like to.

PTA Events

These are spread out throughout the year, and are a chance for families or parents and teachers to get together. Typically we have drinks nights, a senior school disco, a quiz and other fun activities.

We tend to have a return to school picnic at the start of the year; a few Christmas events and an Easter Egg Hunt at the end of the Spring term. We arrange an ice cream van for children at the end of the Summer term. Our main fundraiser is the Summer Fair, held in June as well as the annual Auction, where donations of special items are gratefully received.

We are open to new ideas and if you would like to help organise something or help - do reach out!



Our PTA is very much at the heart of our school community.

Our Children, Parents, Head Teacher, Teachers, and Staff highly value our activities and the role we play in bringing everyone together and strengthening connections within the school.

We are always looking for parents who are able to help out so please reach out if you would like to!

CLASS SOCIAL EVENTS

This can vary from class to class. There is usually one parents' social event held every term for parents as well as a few morning coffees.

Class Reps arrange this but most tend to meet in a variety of restaurants and bars in Kew/Richmond/Chiswick.

COMMUNICATIONS

The majority of the school have been using an app called ClassList in recent years. It is used as a forum to connect all the class parents together and post useful updates, party invitations etc.

Please download the ClassList app and join "Broomfield House School Parents". You will need to create an account and wait to be approved by the admin. Then ask to join your class group.
<https://classlist.com>

Many classes also have WhatsApp groups- these are useful for last minute reminders.

TOP TIPS!

- £1 coins are frequently needed- for charity non-uniform days and bake sales. Keep them handy!
- The PTA Preloved uniform store is great, not just from a sustainability perspective but it's well priced and raises money for the PTA. What's not to love?!

E-mail: PTAuniform@broomfieldhouse.com

- If you want to expand your network and get to know BHS Families, please do get involved in some way! It's rewarding for parents and children.

SCHOOL CONTACTS

Office E-mails:

Mrs Matthewson or Miss Lovett:

office@broomfieldhouse.com

(for general enquiries and absences, if you are running late for drop offs/pick ups and any updates re. contact/dietary or medical details. As well as clubs/extra-curricular activities- to Miss Lovett)

Mrs Abensur: admissions@broomfieldhouse.com (for admissions or PTA enquiries)

Mr Boadi: finance@broomfieldhouse.com (for finance and invoicing enquiries)

Mrs Pakcan: news@broomfieldhouse.com (all newsletter & magazine submissions)

Telephone: 020 8940 3884 (8am-5.30pm- answerphone outside of these hours)

In addition to the above you can contact the Senior Leadership team and your Class Teachers via e-mail. Please remember that immediate replies aren't always possible as the staff are teaching our children!



BIRTHDAYS

Birthday Cupcakes

If your child's birthday is coming up and you would like to organise cupcakes via our School Chef then 2 weeks notice is ideal. Please e-mail office@broomfieldhouse.com or admin@broomfieldhouse.com to arrange.

Birthday Books

In 2023 we resurrected an old BHS tradition of children donating a book on their birthday to the school library. If you would like to take part, please ask your child as their birthday nears, what book they would like to donate. A favourite or something for the age they are at would be great, and benefit our library.

Brand New or Preloved-either works for us, but please ensure they are in good condition as they will hopefully be enjoyed by many future BHS children. Once you have your book please hand to the office for Mrs Evans' attention; or give it to her with the name of the child and age/birthday on a post it note.

She will put our special stickers on the book with your child's name, birthday and age!



Birthday Parties

An unofficial BHS custom when going to a birthday party is giving £5 in a card. However, the parent organising will indicate if the child has requested presents instead. So, keep those fivers handy!

It is also popular at BHS for children who have birthdays close together to have joint parties- do reach out to parents of children born at a similar time to yours if interested in this.

The Broomfield community ethos is to be inclusive and ensure new children especially are not left out and their families are welcomed.



Parent Community

Cycling Club:

If you enjoy cycling and would like to do this with other parents, there is a BHS Parents Cycling group. All abilities welcome, road bikes not essential! Please join via the QR code.



All School Dads WhatsApp group

There is a BHS Dads' group on WhatsApp- if you would like to join please contact Dale Filipek- PTA Chair- ptachair@broomfieldhouse.com
<https://chat.whatsapp.com/HdZbt1HFcXiHz3uHIQ7Vj2>

Year 4 Mums- The Broomsbury Group

This is a group on WhatsApp where we share cultural activities locally with an aim to attend together, such as plays, art exhibitions and movies. New mums in our class are welcome to join!

This may not be a full list so please do ask your Class Rep if there is anything your year group may also do. In the past there was a Parents Choir, but since the COVID pandemic, this hasn't re-started, and we have also had Book Clubs. We are open to all new ideas and suggestions, so if you would like to start something we don't have, reach out to the PTA Core team.

STIKINS® Name Labels

We have a partnership with Stikins name labels which are stick on labels for clothes and other items where no sewing or ironing needed. To order visit stikins.co.uk and please quote 36400 for the PTA to get 30% commission.

Useful Links

School website:

<https://www.broomfieldhouse.com>

The Parent portal section is useful and includes the weekly lunch menu.

The password changes periodically- please ask your class rep for this

School Reports Year 1-6:

iSAMS parent portal-

<https://broomfieldhouse.parents.isams.cloud/>

THE UNOFFICIAL GUIDE TO UNIFORM! YEARS 1 AND ABOVE *

It can take a while to get one's heads around the school uniform- so we hope these images help!

Items needed that are purchased via the School Office: School rucksack, book bag, hymn book, swimming bags, swimming hats, boot bags

Non branded school uniform items- white shirts, grey trousers, socks, swimming trunks/costume- these can be bought from any high street store that sells uniform and even some of the supermarkets

A reminder re. preloved uniform:

ptauniformebroomfieldhouse.com

SPORT UNISEX OUTERWEAR



Sports Jacket, Hoodie (replaced end of 2024 with a sports top- both can be worn); Cagoule/Anorak



Base layers/skins are popular amongst the children in winter months and can be bought from Decathlon/Sports Direct and other sports stores

*Games at Old Deer Park starts from Year 2; Year 1 do swimming & PE

GIRLS



Winter

*Girls can also wear grey school trousers (not leggings)

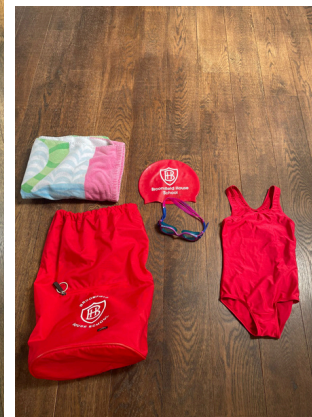


Summer

GIRLS SPORT



On PE Days- as above but with white socks



On Swimming days it helps to wear swim stuff under uniform but don't forget to pack underwear! A comb/brush may also be useful

BOYS



Winter

*Boys School Hat not included but must be worn to and from school



Summer

BOYS SPORT



On PE Days- as above but with white socks



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