



Singleton Church of England Primary School

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Head teacher: Mrs. Amanda Clayton



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Dear Parent/Guardian,

This brief note is intended to explain the role of the Friends of Singleton School, (FOSS), and the demarcation between it and the school staffing and operational structures.

FOSS undertakes a vital role in assisting our school. Their support over many years has provided much needed resources, which come in many guises and all of which help maximise our children's development. They have provided much needed material support to the school, all of which contributes to the staff achieving the current levels of success. Their assistance directly contributes to the development of our children.

All the members are volunteers who give their valuable time freely to raise funds for our school. It should be noted that FOSS operate separately from the school in that they are governed by their own processes, procedures and codes of conduct. The concept is that they raise funds independently, without adding to the workload of the teachers, staff and other volunteers at the school. To enable this they arrange many varied events throughout the year. The FOSS committee plan, organise and run all of these. Generally the committee are involved in running them; however, they do need help and thus rely upon assistance from: parents, guardians, relatives and friends of both the pupils and the school.

It is important that everyone understands that FOSS are responsible for all aspects of the events they run. These include, but are not limited to the following: manning the event; conducting risk assessments; insurance; safeguarding, etc. It should be noted that school staff, which includes teachers, support staff, caretaker, governors, etc. are not responsible for any aspects of these events, unless they have been co-opted to assist.

Our school is regulated to the same standards as all schools. One disadvantage that we have is our size, i.e. less people to cover all the statutory requirements. The same is true for FOSS, as there are less parents, etc. to call upon. FOSS will be grateful for any assistance that you are able to provide, no matter how small. We understand that time is precious, which is true for everyone. All that we ask is that you help where you can, and also understand that those who are helping need to enjoy the event as well.

We look forward to seeing you at future FOSS events and would welcome any help you can offer.

Yours sincerely,

Amanda Clayton
Headteacher

Louise Brown
F.O.S.S. Chair