



## William Penn Newsletter 28<sup>th</sup> January 2015

### Parents' Consultations

Please be reminded that this term Parents' Consultations will take place on Tuesday 10<sup>th</sup> February and Thursday 12<sup>th</sup> February between 3.15pm and 6pm and will last for 10 minutes. There will be no clubs on these evenings. **Please complete and return the slip at the end of this newsletter by Thursday 5<sup>th</sup> February to indicate your preferred appointment time.** We will endeavour to accommodate your preferences and will return the appointment slips to you as soon as possible. If a preference is not received by Thursday 5<sup>th</sup>, appointments will be allotted by the classteachers in accordance with available slots.

### Recycling Update

Please help the environment and our school by collecting and placing the following waste resources into the Sussex Green Living recycling bins in the playground. This diverts these resources from landfill and then a company called TerraCycle recycle them into new products. This raises money to buy resources for the children at the William Penn Primary School and of course helps the environment. We can recycle:



- Sweet biscuit wrappers.
- Toothpaste tubes and toothbrushes.
- Any brand of fruit and vegetable pouches for babies.
- Ballpoint pen, felt tip, propelling pen, correction fluid, marker and highlighter can be collected, regardless of their brand or material.
- Tassimo plastic pots and outer foil packaging for coffee, tea and chocolate drinks.
- Any brand of used mobile phone. Not landline phones, phone chargers or loose batteries.
- Laptops, notebooks, netbooks and tablets.

### NEW WASTE RESOURCES WE CAN NOW RECYCLE INCLUDE:

- Any brands and sizes of plastic bottle trigger heads and pumps (used for air care and home cleaning products such as kitchen / bathroom cleaner sprays).
- Any brands and sizes of plastic air fresheners, plastic electronic (i.e. plug in) air fresheners and plastic air freshener cartridges (including plastic car air freshener products).
- All related flexible plastic air care and home care product packaging of any brand (please remove any cardboard or other recyclable components first and recycle these with your household collections).
- Any brands and sizes of flexible wipe packaging (used for home cleaning products).
- Any brands and sizes of pumps and caps for home cleaning products.

For more information please visit:

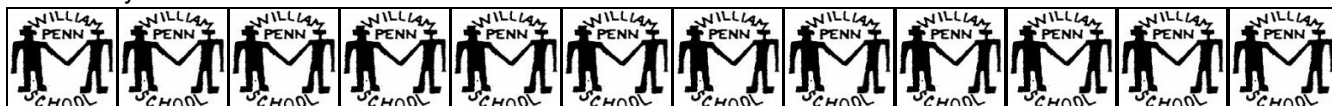
<http://www.sussexgreenliving.co.uk/recycling-zone/recycling-for-charity/>

### PTA Summer Fete – June 13<sup>th</sup> 2015 (please note change of date to that previously published)

The time to kick off the Summer Fete organization is quickly approaching with the date confirmed as June 13<sup>th</sup> 2015. However, we are faced this year with the reality of a small PTA that cannot reasonably take on all tasks involved in organising a Summer Fete of the same scale as the previous years. We have been thinking of ways to involve more parents, splitting the workload while engaging more creative thinkers and motivated doers in the process.

We have come up with the following formula; the summer fete project will be broken down in 'sub-projects' with a leader/project manager for each sub-project responsible for the work involved from start to finish. These leaders will be working independently with their own recruited team while having the full support of the PTA for ideas, help and know-how from previous experiences. The PTA has all contacts and details required to organise a successful fete, as well as Fadoua as the purchase officer to make the purchasing process for all the areas easy and efficient.

The PTA will then be able to concentrate on coordinating all areas and supporting individual leaders in achieving our best Summer Fete yet!





The areas we need volunteer project managers for are:

- Programme – See below
- Arena Events/Arena Theme
- BBQ
- Bar (can be taken with BBQ or split)
- Tree of Fortune/Grand Draw
- Entertainment and Bouncy Castles (hiring and manning)
- Equipment and Layout – PTA to provide all contacts and contents needed
- Stalls (confirm stalls required and organise procurement, set up and manning etc)
- JBB Stalls (a Marquee will be set aside for 3 JBB stalls – examples from 2014 Pets, Vikings)
- Volunteers for Fete

Programme involves:

- 1) E-mail prospective advertisers requesting electronic copy of advert (PTA has database of last year and a large proportion of these will advertise again with same ad as last year – very simple)  
(PTA to confirm advertising rates for 2015.)
- 2) Collect all adverts ready to e mail to printers – (PTA to confirm Fine Print from 2015)
- 3) Invoice or request payments (PTA will help with chasing if required)
- 4) Ask school to organise artwork competition and collect copies of artwork to be send to the Printers
- 5) Collect additional pages information from relevant contributors – Arena Events, Headmaster, PTA etc)
- 6) Liaise with Printer to finalise Programme (layout etc is all arranged by the printers)

E-mails to prospective advertisers should be sent out from mid-February onwards, artwork to be arranged in April, with the aim of sending the initial information to the printers by early May with printing deadline 10-14 days prior to Fete to allow for distribution.

### Pupil Achievements

If you have any pupil achievements that you would like mentioned in the newsletter, please e-mail the office:  
[office@williampenn.w-sussex.sch.uk](mailto:office@williampenn.w-sussex.sch.uk)

### Parents' Consultations – February 2015

Name: \_\_\_\_\_ Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Please tick your preferred time slot below

Time slot	Tuesday 10 <sup>th</sup>	Thursday 12 <sup>th</sup>
3.30pm – 4.00pm		
4.00pm – 4.30pm		
4.30pm – 5.00pm		
5.00pm – 5.30pm		
5.30pm – 6.00pm		

To be filled in by class teacher

Appointment date:

Appointment time:

