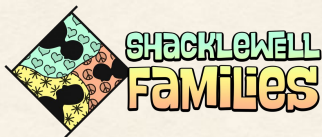


Shacklewell Families

Your school community.
Your ideas. Your PTA.

Who we are and how you can help



Who we are and what we do

Shacklewell Families is the parent and carer association for Shacklewell Primary School.

Bring families together

We organise events where children, parents and carers can meet, celebrate and enjoy school life together.

Make school memories

Our fairs, cake sales, raffles and seasonal activities give children something special to look forward to.

Support the school

Money raised helps provide extra resources, activities and opportunities for children.

It works because families give their time, ideas and skills.



How we choose what to fund

[See what we've raised and funded on the Shacklewell Families page.](#)

01

Families share ideas

Families shared funding ideas in our December 2025 survey and can suggest more through the form.

02

We discuss priorities

The organising team talks through those ideas with school leaders and agrees what is possible.

03

We put funds to work

Money raised goes towards additional resources, activities and opportunities for pupils.

Have a funding idea? Email us at shacklewellfamilies@gmail.com or [use the request form.](#)



The team and the open roles

Join the organising team and help us share the work across the year.

CURRENT TEAM

Talipha + Leanne (Year 5 Parents)

Two current co-chairs

Sean (Year 5 Parent)

Treasurer

VACANCIES

2 more co-chairs

1 secretary

1 co-treasurer

Our goal is 3–4 co-chairs in total. Two more would share the planning across four people.



Why we need more people

With only two co-chairs, the planning falls on the same people each year.

2

co-chairs plan events alongside full-time jobs, childcare and everyday life.

Without more help, we risk losing the larger fairs and the funds they raise. We also risk losing what we've learned before our children leave school.

We have a handbook and can help new members settle in over the coming year.



The role of a Co-chair: help plan the year

Shared responsibilities with support from the existing co-chairs.

Plan with the school

Agree event dates and funding priorities with the school. Coordinate activities, logistics, volunteers and risk assessments.

Keep people connected

Keep group chats updated, bring volunteers together and share how much each event raised.

Bring new ideas too. Most planning happens in the four weeks before a fair. Smaller events usually need less time.



Co-treasurer: keep the money organised

A practical role for someone comfortable with careful records and bank visits.

Before and after events

Prepare the cash float, count takings with a second person and arrange cash deposits.

Through the year

Track money coming in, arrange reimbursements and payments, and issue invoices when needed.

The treasurer also handles annual financial reporting. You'll need time around events for bank visits, cash counts and deposits.



Secretary: help families stay informed

Help make it easy for parents and carers to hear from us and get involved.

Keep information current

Update the Shacklewell Families page and help keep event details accurate and easy to find.

Help with communications

Monitor our dedicated mailbox and help prepare posters, messages and simple graphics.

Check the inbox weekly and help prepare posters before events. The co-chairs will agree with you what needs sharing.



Come and have a chat

Curious about helping? A conversation is a good place to start.

Thursday 1 October

9:00–9:30 am · Top Hall

Friday 2 October

3:00–3:30 pm · Top Hall

**Give an hour, help at an event or consider an ongoing role.
Every bit of help counts.**

Alternatively email us at shacklewellfamilies@gmail.com



What's coming up in Term 1

Two chances to bring the school community together. Times will be shared nearer each event.

16 OCT

Friday

Fright Night

Halloween Fair

04 DEC

Friday

Winter Fair

A festive event for the whole school

