THE PTA OF QUEENSWAY SCHOOL

Friends of Queensway

Your guide to getting involved

Parents, grandparents, carers and school staff are already part of FoQ. Helping once doesn't sign you up for life.

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Scan to email us and we'll get back to you.

foq@queensway.oxon.sch.uk

Or ask at the school office.

Who we are

Friends of Queensway (FoQ) is the PTA of Queensway School.

Parents, grandparents, carers and school staff are already part of FoQ

You're all welcome to help out, just let us know what suits you. Wider family and friends are welcome too.

Everyone's help makes a difference

Two minutes, one hour, a skill or a bigger role: there's a place for you. No need to attend meetings, and if you suggest an idea, you won't be expected to run it (unless you want to).

We work together with the school

We bring the school community together with fun events, give practical help and raise money for extras the budget can't cover.

The committee coordinates and leads activities

Chair, Secretary, Treasurer and voting members, elected each autumn at the Annual General Meeting (AGM), but you can get involved at any time.

FoQ meetings are open to everyone

2026–27 meetings: 6pm to 7pm, at school or via Teams.

We're exploring a crèche for school-age children during meetings. Let us know if that would help you to come.

Mon 9 Nov | **Thu 14 Jan** | **Tue 2 Mar** | **Mon 19 Apr**

Thu 10 Jun | **Next AGM: September 2027, date to be confirmed**

Everyone is welcome at FoQ.

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Email us, or ask at the school office. · October 2026

What we do

Here's what you've helped FoQ achieve over the last two years.

£11,000 **contributed together to the replacement trim trail, and work has begun:** a place for every child, from Nursery to Year 6, to climb, balance, swing and have fun.

£5,538.25
from the Sponsored Walk

£767.30
from the Family Picnic

£1,000+
from one evening on the Santa float

We support our school through:

Family events
The Family Picnic and other family activities.

Year 6 leavers
A leavers' BBQ, autograph books and part-funded hoodies.

Christmas
Grotto, discos, children's gifts and refreshments at Nativity and Carols.

Uniform Exchange
Pre-loved uniform sales, helping families find good quality, affordable uniform, and sorting lost property.

Spotting fundraising opportunities
easyfundraising, the Cherwell Lottery and local business grants.

Waitrose green tokens: October 2026 only
FoQ is one of three local causes at Waitrose Banbury. Every green token in our box helps us claim a share of up to £1,500.

...and much more. What should we fund next? Tell us!

Real support. Brighter experiences for every child.

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What you gain

Getting involved can be flexible, rewarding and enjoyable, and help you feel more connected to school life.

Stronger connections

Meet parents, grandparents, carers and school staff, and make friends across year groups. Especially useful if you're new to Nursery or Reception.

Know your school community

The staff, how things work and what's coming up.

Build confidence and skills

Organising, communication, event planning, budgeting, design and teamwork, at your own pace.

Useful experience for your CV

Practical experience, handy if you're returning to work or changing roles.

A voice that counts

Share ideas about FoQ events and fundraising priorities, and see where the money goes.

Direct impact on children

See something real happen because you helped: equipment, activities and experiences beyond the school budget.

Be a role model

Your children see you involved in their school, working as a team and helping others.

Enjoy yourself

Have fun and feel part of something worthwhile.

Helping out can be good for you as well as the school.

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Ways to get involved

Your time, your choice: from two minutes to helping run it.

TWO MINUTES

1 Join the Cherwell Lottery

£1 a week, Saturday draw, £25,000 top prize. Play at **cherwelllottery.co.uk** and choose **Queensway School PTA**: 50p of each ticket comes to FoQ, 10p to other local causes.

Scan to play

2 Use easyfundraising

Shop online and retailers donate at no extra cost. Choose **Queensway Primary School, Banbury**.

3 Spread the word

Share our news and invite another parent or carer.

ONE JOB, ONE TIME

4 Join the helpers list

We'll only ask when an event needs people. There's an optional WhatsApp group too.

5 Help with one event or job

Baking, refreshments, setting up, a stall, counting coins or wrapping. See FoQ needs you!

FROM HOME

6 Offer a skill, contact or idea

Local businesses, raffle prizes, grants or employer match funding.

7 Help from home

Admin, design, planning, research, shopping or comparing prices.

A BIGGER ROLE

8 Be a Year Representative

At least two per year group, and you can share the role. See Represent your year.

9 Plan an event, or join the committee

Anyone can help run an event, at any time. Committee roles are elected at the autumn AGM.

10 Take on a coordinator role

Help coordinate an area such as membership, fundraising or events. See Take on a role for the proposed roles.

Give as much or as little time as you can.

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FoQ needs you!

Not ready for a role? Pick a job instead: one-off or regular, big or small.

Coming up: can you help?

WED 21 OCT — **Count the Small Change coins**
From 3pm, at school.

FROM mid NOV — **Wrap presents for the Christmas grotto**
Ready for the grotto on Mon 14 Dec.

TUE 8 DEC — **Serve Nativity refreshments**
1pm to 1:30pm and 5:30pm to 6pm.

WED 16 DEC — **Serve refreshments at KS2 Carols**
For Year 6 parents, from 1pm.

THU 17 DEC — **Help at the two Christmas discos**
Refreshments for Key Stage 1 and 2, 1pm to 3pm.

Any time: jobs we always need

Once, now and then, or regularly.

At events
Setting up, serving refreshments, baking, covering a stall and clearing up.

Money
Counting money and taking card payments at events, working with the Treasurer.

Behind the scenes
Sourcing supplies, shopping, collecting items, decorations, washing and repacking equipment, and storage.

From home
Design, printing, communications, proofreading, finding prizes, contacting businesses, and researching grants and ideas.

These are examples. **Anyone can help,** with or without a child at Queensway: family, friends and neighbours too. Email us with the job you'd like.

Helping once doesn't sign you up for life.

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Represent your year

We're looking for **two or more Year Representatives per year group**, ideally at least one from each class, from Nursery to Year 6.

Nursery	Reception	Year 1	Year 2
2 or more	2 or more	2 or more	2 or more

Year 3	Year 4	Year 5	Year 6
2 or more	2 or more	2 or more	2 or more

What does a Year Representative do?

A flexible role

Not a committee role, and no need to come to meetings. How much time? It varies from week to week, and you can share the role. Much of it can be done from your phone.

Shares information and helps find helpers

Passes on FoQ news, dates and requests for help, in the playground or online, and asks around when an event needs people.

Welcomes new families

Helps them feel welcome and find out what's on and how to get involved.

Feeds back ideas and questions

From families in your year group to FoQ.

Can't commit to a role? Pick a job instead

One-off or regular, big or small: see FoQ needs you!

Interested? Email us with "Year Representative" in the subject, your name and your child's year group.

Every year group. A stronger FoQ.

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Take on a role

PROPOSAL: FOR DISCUSSION ON MON 9 NOV

We're hoping to expand FoQ. We have a structure in mind, but we're open to suggestions about how it could work.

Committee now · Proposed role: could this be you?

COMMITTEE ROLES

Elected at the AGM on 29 September 2026

Chair
Sarah Arrowsmith
- Vice Chair

Voting members
Sarah Mann and Jane Sperinck

Treasurer
Claire Connor
- Assistant Treasurer
- Grants and sponsorship

Secretary
Aaron Eudell
- Vice Secretary
- Communications

COORDINATOR ROLES

Proposed: one area each

Membership team
- Helpers Coordinator
- Year Representatives Coordinator

Events team
- Events Manager
- Event Leads
- Refreshments and catering
- Bake sales

Other roles
- Prizes, raffles and lottery
- Uniform Exchange Coordinator

What each role involves, and how meetings work: see page 9.

Interested? Tell us. No commitment until we've had a chat.

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Email us, or ask at the school office. · October 2026

How roles work

What our committee does now, and how the proposed roles would work.

COMMITTEE ROLES

Formal positions, elected each autumn at the AGM. Our committee for 2026/27:

Chair · Sarah Arrowsmith
Steers the committee, runs meetings, shares out tasks and helps put decisions into action.

Treasurer · Claire Connor
Keeps the financial records and budgets, and oversees the money raised.

Secretary · Aaron Eudell
Organises meetings, takes the minutes and looks after written communication.

Voting members · Sarah Mann and Jane Sperinck
Help ensure decisions can be made fairly and with a clear outcome.

COORDINATOR ROLES (PROPOSED)

An ongoing responsibility for one area, such as membership, grants, communications or events, working with a team. The proposed roles are on page 8 and will be discussed at our meeting on Mon 9 Nov.

GOOD TO KNOW

- Committee roles are elected each autumn at the AGM and involve attending meetings.
- Meetings are open to everyone, and you don't need to be on the committee to have your say.
- For many roles, meetings are optional.
- Many roles can be shared with a friend, and you don't have to wait until the autumn: you can get involved at any time.

Not sure which role suits you? Ask us.

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Events coming up

AUTUMN TERM 2026

Save the dates. More details will follow nearer the time.

MON 19 OCT
Small Change bottles due
Silver coins to your class teacher. The heaviest and best-dressed bottle wins a class treat!

TUE·THU 20·22 OCT
Parents' evenings
School event. Tuesday 20 and Thursday 22 October.

MON 9 NOV
FoQ meeting
6pm to 7pm, at school or via Teams. Open to everyone.

TUE 8 DEC
Nativity refreshments
Serving just prior to performances from 1pm to 1:30pm and 5:30pm to 6pm.

FRI 11 DEC
Christmas Jumper Day
School event. £1: half to FoQ, half to Save the Children.

MON 14 DEC
Christmas grotto

WED 16 DEC
KS2 Carols
Refreshments for Year 6 parents from 1pm, before the 1:30pm performance.

THU 17 DEC
Two Christmas discos
Key Stage 1 and Key Stage 2.

DATE TBC
Santa float
Date to be confirmed.

Want to help at one of these? See FoQ needs you!

2026–27 FoQ meetings, 6pm to 7pm, at school or via Teams

Mon 9 Nov · Thu 14 Jan 2027 · Tue 2 Mar 2027 · Mon 19 Apr 2027 · Thu 10 Jun 2027 · AGM: September 2027, date to be confirmed

Looking ahead after Christmas

Term 3
Hamper raffle TBC

Term 4
Easter craft activity TBC

Term 5
A big fundraiser TBC

Term 6
Family Picnic

We want your ideas!

We're planning to ask the whole school community for their thoughts on future events. Look out for a questionnaire soon!

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Getting started

What happens when you get in touch.

1 Tell us what interests you

Email us, scan the QR code on the back of this booklet, or ask at the school office.

2 We'll get back to you

We'll talk through what suits you. No commitment until we've had a chat.

3 Help in a way that works for you

Once, now and then, or by taking on a role: it's up to you.

4 Come to a meeting, if you like

Meetings are open to everyone: 6pm to 7pm, at school or via Teams. You don't need to come to meetings to help.

Ideas are welcome, even if you can't come to meetings

Suggesting an idea doesn't mean you have to organise it. Event ideas, funding opportunities, community contacts and offers of help are all welcome.

What to put in your email

Just your name, your child's year group (if any) and what you'd like to help with.

Your time, your choice.

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Email us, or ask at the school office. · October 2026

FRIENDS OF QUEENSWAY

Get in touch

Scan to email us and we'll get back to you.

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Or ask at the school office.

Next FoQ meeting: Mon 9 Nov

6pm to 7pm, at school or via Teams. Everyone is welcome.

Everyone is welcome at FoQ.

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