



FOSMS Handbook

St Mary's C of E Primary
Woodham Ferrers



www.fosms.co.uk
contact@fosms.co.uk
Registered Charity Number: 1208451

Welcome to the Friends of St Mary's School (FOSMS)

Dear Parents & carers,

Welcome to a New School Year from Friends of St Mary's School (FOSMS).

A warm welcome to all parents, carers, and children – and an especially big hello to those joining our school community for the first time!

Friends of St Mary's (FOSMS) is our Parent, Teacher, and Friends Charity. We're a group of volunteers who work together to support the school by running fun events, fundraising activities, and helping to build a strong, inclusive school community.

This handbook is here to give you a clear picture of:

- Who we are and what we do
- What we fundraise for
- How you can get involved – in big or small ways
- Ways to support us at no extra cost to you
- Information about our Annual General Meeting (AGM)

There are lots of ways to support FOSMS without spending a penny – from using easy fundraising apps when you shop online, to donating used uniform, or simply spreading the word about our events. Every little helps and makes a big difference to what we can achieve for the school.

Whether you've got five minutes or want to get fully stuck in, there's a place for everyone in FOSMS. We look forward to another brilliant year ahead and hope to see you at an event soon!

Warm regards,

FOSMS Committee



About us



What we do

The Friends of St Mary's School (FOSMS) brings together parents, carers, staff and the community to raise much needed funds for our wonderful, small village school. We do this through organising a wide variety of fun and enjoyable events and initiatives throughout the year for both children and adults. These can range from fun events, to discos, to Christmas events, sales and movie nights to name but a few things.

Each year, we try to organise a range of new and exciting events which is why it is always great to have the support of the school community. Everyone is welcome to share ideas, experiences and the workload! There is a great social aspect to the group.

If you would like to get involved in any way, we would love to hear from you – whether it's helping to organise events, volunteering your time or donating much needed funds or resources. The more members we have, the more we can organise and the more the pupils benefit.



**What we
fundraise for**

Fundraising

FOSMS raises money to support and enrich every child's experience at St. Mary's. Funds go towards learning resources, play equipment, pupil-led projects, and memorable events—providing those extra touches that make school life even more inspiring and fun.



Learning Resources

From Atlases and globes for Geography, to supporting the new English curriculum with over £5000 worth of books, if the school need it, we'll consider fundraising for it.



Play Equipment

Skipping ropes, quoits, outdoor jenga, outdoor chess, rainbow jumpers and larger skipping ropes to encourage teamwork



Pupil-led Projects

We encourage and support the pupils in their creation of initiatives such as 'Kindness Day'. A day curated by some of our '24-'25 Year 6 pupils - full of kindness, awareness and engaging activities for the whole school.



Memorable Events

From movie nights to discos, Christmas dinner day, VE-Day and D-Day celebrations. From seasonal sales for Mothers Day, Fathers Day and Christmas to funding coaches and educational experiences.



**How you can get
involved – in big
or small ways**

How to get involved

All parents, carers and school staff are automatically a member of FOSMS. There are some great ways to help FOSMS and support St Mary's and the children's educational experience.



Committee



Volunteering



Donations



Sharing our news



Fundraising



Taking part



**"Alone we can do so little;
together we can do so much."
- Helen Keller**



**Ways to support
us at no extra
cost to you**

Ways to support us for free



EasyFundraising

Easyfundraising partners with over 8,000 brands who will donate part of what you spend to a cause of your choice. It won't cost you any extra. The cost is covered by the brand.



Donating outgrown uniform and unwanted gifts

By donating uniform it's not only good for the planet, but good for FOSMS, we re-sell **good condition** pre-loved uniform on our website.

Donations of new, unwanted gifts/toys/games helps us keep the cost to run our raffles low maximising our fundraising.



My Nametags

If you're looking to purchase uniform labels for your child, please do consider using My Nametags, don't forget to enter our unique school code (**22121**) and we will earn a small percentage from anything you buy.

STIKINS®

Stikins

If you're looking to purchase uniform labels for your child, please do consider using Stikins, don't forget to enter our unique school code (**20963**) and we will earn **30%** from anything you buy.



Information about our Annual General Meeting (AGM)

Annual General Meeting (AGM)

The AGM is your chance to hear and see how FOSMS plan and run its events. It is also your opportunity to elect the committee members who will manage FOSMS for the coming year. We are in great need of new committee members as well as event coordinators and volunteers.



OUR ACHIEVEMENTS

We will discuss our achievements, struggles and what events, equipment and experiences were supported during the 24-25 academic year by FOSMS.



FINANCES & REPORTS

Our committee will run through our end-of-year reports, answer any questions and listen to any thoughts on last years events and fundraising activities.



ELECTION OF THE NEW COMMITTEE

Every year ALL committee members must stand down and a new committee are voted in to run the charity for the current academic year. Find out more about this on the next page.



IDEAS AND PLANS

Once the new committee has been appointed, they will then chair the remainder of the AGM. This is where YOU get to say what you want to see from the FOSMS team this year, events, fundraising, fun activities, etc.. Big or small, we want to hear it!

Committee Roles

Every year, per Charity Commission guidelines, all committee members must stand down and a new committee be elected.

Anyone can stand to be a committee member, whether you have been an committee member before or not.

Below are the roles available, to find out more about what's involved for a role or to put your name forward, please contact the current committee (*see end page*) via WhatsApp or pick up a committee roles info sheet from the school office.



Chairperson



Vice-Chairperson



Treasurer



Vice-Treasurer



Secretary



Grants Officer



**Social Media
Lead**



**Uniform Shop
Lead**



**"Alone we can do so little;
together we can do so much."**

- Helen Keller

FOSMS

Committee Roles

Chairperson

Leads the FOSMS committee, chairs meetings, and ensures activities align with our goals. Acts as the main point of contact with the school and supports the wider team.

Vice-Chairperson

Supports the Chairperson and steps in when needed. Helps coordinate events, communications, and planning. A great role for someone who enjoys teamwork and organisation.

Treasurer

Manages FOSMS finances, including budgeting, payments, and keeping clear financial records. Prepares reports for meetings and helps ensure we stay financially healthy.

Vice-Treasurer

Assists the Treasurer with financial tasks and reporting. A great way to get involved with the financial side of things without taking the lead role.

Secretary

Takes minutes at meetings, manages admin and helps with communications between the committee and the members. Keeps everything organised behind the scenes.

Grants Officer

Researches and applies for grants or funding opportunities to support school projects and FOSMS initiatives. Great for someone who enjoys writing and finding opportunities.

Social Media Lead

Creates and schedules posts on FOSMS platforms, promoting events and sharing updates. Ideal for someone creative with a knack for writing or visuals.

Uniform Shop Lead

Oversees the second-hand uniform shop – organising stock, running sales, and helping families with their uniform needs. A practical role with a big community impact.



Current Committee Members:

Chairperson: Leanne Matthews

Treasurer: Sandra Clarke

Vice-Chairperson & Vice-Treasurer: Rhian McLeod

Secretary: Hannah Thomas (Co-opted)

Friends of St Mary's School (FOSMS)

SUPPORTING THE ENRICHMENT AND
EDUCATION OF THE CHILDREN OF
ST MARY'S SCHOOL, WOODHAM FERRERS.

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