



6th December 2023

Dear Parents & Carers

This last year our school community have enjoyed working with the PTA who have supported many events, including the new Year 7 Parents Evening, Spring Music Concert and Warlstock and have already raised and contributed funds to the school.

However, to ensure their continued success and growth the school and PTA are actively seeking committed parents to step into key roles, specifically as Co-Chair and Secretary. In order for the PTA to progress and meet the rules of their constitution there must be a minimum of 3 trustees and with vacancies due to arise shortly, for a Co-Chair and Secretary, the PTA will fall below this minimum, which will significantly impact on the activities that the PTA can perform and any ongoing work.

Co-Chair Responsibilities

As a Co-Chair, you will play a vital role in leading the PTA alongside your fellow chair. Your collaborative efforts will be instrumental in fostering a strong sense of community, supporting educational initiatives and organising impactful events.

Secretary Responsibilities

The role of Secretary is equally crucial, involving the documentation of PTA meetings, maintaining accurate records and facilitating effective communication among PTA members.

Benefits of joining as Co-Chair or Secretary

Leadership Experience – Gain valuable leadership skills and experience by taking on a pivotal role.

Community Impact – Directly contribute to the success and well-being of our school community by actively participating in decision making processes.

Organisational skills – Enhance your organisational skills through active involvement in planning and executing events.

You will have the opportunity to deepen your connection with the school community and actively contribute to the positive development of the students learning journey.

If you are interested in stepping into either of these roles or would like more information, please contact the PTA via email at chair@warlinghampta.co.uk

Thank you for your continued support and dedication to our school's success.

Kind regards

A handwritten signature in black ink, appearing to be 'P Foster', with a horizontal line underneath.

Mr P Foster

Headteacher