



Marchwood C of E Infant School

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Headteacher: Mrs Sally Atkins

9th February 2026

Dear Parents, carers, families and friends

Parent-Teacher Association - PTA

We are writing to ask for your support in helping us keep our Parent-Teacher Association (PTA) open and active. Our PTA welcomes parents, grandparents, members of the community, friends and even former pupils – the more the merrier.

Our PTA plays an important role in supporting the school, particularly because it allows us to apply for grants and funding that require an organisation with charity status. These grants can make a real difference to the resources, experiences and opportunities we are able to offer the children.

We want to reassure you that the majority of the work involved in running the PTA will be managed by school staff. At this stage, we are not looking for parents to take on a heavy workload or commit large amounts of time. What we do need is a small number of parents or carers who are willing to be named members of the PTA to help us meet the official requirements and be responsible for reporting to the charity commission.

There will also be opportunities for input, support, or sharing ideas, and any involvement you are able to offer – however small – would be very much appreciated. Our aim is to make this as easy and flexible as possible for members, while still ensuring the PTA remains active and compliant.

If you are interested in becoming a PTA member or would like to find out more before deciding, please complete the form below or contact the school office. We would be delighted to hear from you.

Thank you, as always, for your continued support of our school and community.

Kind regards

Mrs Sally Atkins
Headteacher

Parent-Teacher Association – PTA

To Mrs Atkins,

I would be interested in becoming a PTA member _____ I would like to find out more about the PTA _____

Name _____ email/contact _____

I am a Parent-Carer/Other Family Member/ Community Member – Please indicate

Note _____

Love

Courage
“Learning for Life”

Hope