

## CONNECT LEAFLETS AND RESOURCES

The leaflets come under the general headings below and are listed overleaf.

- Connect Membership Information
- Communication
- Constitutions and Charitable Status
- Protection of Vulnerable Groups and Child Protection
- Data Protection
- Education Law and Jargon
- How to run a Parent Council/PTA
- Your Parent Council/PTA
- Fundraising and Running Safe and Successful Events
- Inclusion

Our leaflets and resources are available on [www.connect.scot](http://www.connect.scot); you may need to register on our website to access all of our leaflets and resources.

For more information:

Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB

Tel: 0131 474 6199

Email: [info@connect.scot](mailto:info@connect.scot)

Website: [www.connect.scot](http://www.connect.scot)



ConnectScot



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## **Connect Membership Information**

Member Leaflet  
Information Sessions Leaflet  
Connect Manifesto  
Membership Linked Insurance for Connect Members

## **Communication**

C1a Social Media dos and don'ts  
C1b Social Media Glossary  
C1c Social Media Policy  
C2 Advertising & Sponsorship in school – nine things to consider  
C4 Communicating with the school community  
C5 Effective conversations and meetings  
C6 Surveys and questionnaires  
C7 Engaging Parents in PC and School  
HC2 PC Health Check - Communications

## **Constitutions and Charitable Status**

CO1 A Model Constitution for Parent Councils  
CO2 Constitutions Made Easy  
CO3 Thinking about becoming a charity?  
CO4 A Model Constitution for Parent Councils (who want to become a charity)

## **PVG and Child Protection**

CP2 PVG Guidance for PCs and PTAs  
CP3 Model Child Protection Policy for Parent Council/PTA paid/unpaid staff  
CP4 Model Child Protection Policy for Parent Council/PTA volunteers  
CP5 Child Protection policy agreement form  
CP6 Protection of Vulnerable Groups case studies  
CP7 Registering with SPTC PVG Services

## **Data Protection**

DP1 Guide to Data Protection  
DP2 Data Protection Policy Template

## **Education Law and Jargon**

E1 A list of acronyms used in Scottish education 2018  
E2 Law and Policy for Families and Schools  
E3 Jargon Buster  
E4 Factsheet: Pupil Equity Funding

## **How to run a PC/PTA**

M1 Good Practice for Committee Meetings  
M2 Good Practice for Annual General Meetings  
M3 Guidelines for Chair  
M4 Guidelines for Secretary  
M5 Guidelines for Treasurer  
M6 Guidelines for Committee Members

M7	Handover to the next Committee - checklist
M8	Subcommittees – your questions answered
M9	Template for minutes
M10	Code of Conduct for PC members template
HC1	PC Health Check - Business
HC5	PC Health Check - Money Matters

### **Your Parent Council/PTA**

PC1	What is a Parent Council?
PC2	What is a PTA?
PC3	Steps to a Parent Council
PC4	A User's Guide to a Parent Council
PC5	Guidance to Scottish Schools Parental Involvement Act for PCs and LAs
PC6	Top Tips for Welcoming New Parents and Families
PC7	Top Tips for Parent Councils
PC8	Top Tips for Further Education
PC9	A Guide to Campaigning
HC3	Parent Council Health Check - School matters and Learning
HC6	Independent PTA Health Check

### **Fundraising and Running Safe and Successful Events**

R1	Safety at Fundraising Events
R2	Top tips for planning your Parent Council/PTA event
R3	Some golden rules of catering for Parent Councils and PTAs
R4	A simple guide to risk assessment
R5	Risk assessment policy template
R6	Running a disco – advice on safe practice
R7	Guidelines for Bouncy Castles/Inflatables
R8	Guidelines for pony rides
HC4	PC Health Check - Social Events
SF1	Fundraising Ideas for Parent Councils and PTAs
SF2	More ideas for Social & Fundraising Events
SF3	Social/Fundraising ideas for the Autumn and Winter
SF4	Social/Fundraising Ideas for the Spring and Summer

### **Inclusion**

EQ1	Equality & Fairness: Glossary
EQ2	A simple guide to equality and fairness
EQ3	Equality & Fairness - a template policy
EQ4	Inclusion Health Check - families with money worries
EQ5	Inclusion Health Check - We are all equal
HC7	Anti-Bullying Health Check