



LLS News

06/06/2025



Dear families

Welcome back to the final half term of this school year!

There are lots of key dates and events this half term so please remember to check the newsletter each week for updates. Our annual Transitions and Careers Fair takes place next week. More information and a link to register for the event are on page 4 of this newsletter.

Next Friday you will be receiving a letter with your child/young person's teacher, therapy team and class for the new academic year in September 2025.

Have a lovely weekend.

Events and dates to remember

Summer Term Dates

Tuesday 17th June & Wednesday 18th June
Careers & Transitions Fair

Sunday 13th July
C@LL Summer Event

Saturday 21st June
10am-3pm
Alumni Event for Past Pupils of Linden Lodge

Friday 18th July 2025
Last day for pupils

Monday 21st July 2025
Inset Day (no pupils)

Tuesday 22nd July 2025
Planning and Preparation Day for staff (no pupils)

Star of the Week

Amelia for doing good trailing when transferring to activities and environments outside of class with greater independence and verbal prompts.



Tiago for a wonderful return to class this week and great effort across all areas. Good job, Tiago!

David, Abbie and DJ for being so polite and well mannered on a recent on a recent trip.

Frankie for being happy to explore the environment poolside, in the first step back into weekly swim sessions.

Habilitation Star of the Week

Ben S for continuing to make good progress on developing his bus travel within the local community and for especially folding over his long cane whilst seated on the bus without verbal prompting.



Learning at Linden - Residential

Parkside in Bloom

This week a small group of young people were invited to the annual Open Gardens event in Wimbledon.

Parkside in Bloom is an event organised by the Linden Lodge Charitable Trust, where members of the public have the opportunity to view and explore private gardens which are opened to the public as part of Open Gardens.

We met some of the generous people that support the Charitable Trust's work in raising funds for projects, experiences and equipment which enhance the learning environment for the children and young people at Linden Lodge.



Residential Eco Garden



The young people at residential have been busy creating a new space as part of the whole school theme "Our Environment". We planted tomatoes, peppers, beans, potatoes and a selection of herbs. We have enjoyed the fragrances that they produce.

We have been taking turns to water and care for the plants and look forward to harvesting the produce which we will then use in our independent cooking sessions.



Learning at Linden - Sixth Form

Trombone class have really enjoyed their Art lessons this year. They have made dragon flies with recycled materials. The students dabbed, painted and scrunched with support.



We have created our Rights Respecting Schools Class Charter for Trombone class.

Our Class Charter shows the rights that we think are important to support our positive learning environment.

Photo and video consent form

Please complete our updated photo/video consent form by 27 June

We are updating our records around your consent for us to take photographs or videos of your child, and for which specific purposes.

Please complete the online form at the link below, or return the form that has been emailed to you before Friday 27 June.

Photo/video consent form: <https://forms.cloud.microsoft/e/PBxLsQDhzu>

Linden Lodge Transition and Careers Fair

Fair

We are delighted to invite you to our annual Linden Lodge Transition and Careers Fair which will be taking place on Tuesday 17th June and Wednesday 18th June from 10.30- 2.30 pm. We have organised a fantastic range of speakers ranging from colleges both day and residential, supported living and charities supporting employability. It will be an opportunity to find out more about options available for our students and to become familiar with providers' offer.

We are pleased to be able to offer lunches from The Linden Lodge Café. All delegates will be able to purchase a meal deal from the café at a cost of £3.25. This includes a sandwich, snack and a drink. Please do let us know in advance if you have any specific dietary requirements and we will try our best to accommodate.



While we are unable to offer parking on site we are able to sign post delegates to the ample street parking available.

Please use the link below or scan the QR code to register your interest in attending:

<https://forms.cloud.microsoft/e/22tW2M3wps>

Exhibitors will include: Orchard Hill College, Rutherford, Baked Bean Charity, Blind in Business, RNC, Supajam, VICTA, National Star. More information will follow next week.



AGM
Wednesday 25th June
@12:00

Thank you for your patience.

We can confirm our AGM will be held online on Wednesday 25th June at 12:00.

Your attendance is really important. Please help us make changes to ensure our committee can continue next year.

We hope you are able to join us.

SAVE THE DATE - SUNDAY 13TH JULY



Join us to celebrate the end of the school year

Summer Event

BBO
Adventure Playground
Family Portraits
Sensory Story Telling
Ice Cream Stall

MORE INFORMATION TO FOLLOW



Community at Linden Lodge

NEEDS YOUR HELP

We really need a Treasurer and new members to keep our community events running.

C@LL has been running as a PTA for 6 years organising events such as **Summer Walk and BBQs**, **Christmas Events**, **Online Music**, **Sibling Events**, **First Aid Training**, **Educational Webinars** and much more....

No experience is needed, and you can contribute as much or as little time as you like.

What will you be doing?

<ul style="list-style-type: none">• Helping to decide which activities best serve our community	<ul style="list-style-type: none">• Supporting event planning by organising refreshments and entertainment
<ul style="list-style-type: none">• Submitting fundraising grant requests using existing information	<ul style="list-style-type: none">• Treasurer role: managing C@LL's modest income and expenditure
	<ul style="list-style-type: none">• Connecting with other parent/carers and having some fun!

If you're interested in a no-obligation chat about becoming a committee member, or require further information about the Treasurer Role, please contact Rebecca at rlotreanor@gmail.com or David at dshaw@lindenlodge.org.uk. Rebecca, who has served as Treasurer for four years (without prior financial/accountancy experience), is stepping into the Chairperson role. Full training and support is available.

Without a committee, our events can't continue.



C@LL Treasurer Vacancy

Role of Treasurer

Although all committee members have equal responsibility for the control and management of PTA funds, the treasurer has an important role, making sure these duties are carried out properly.

Main purpose of the role

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

Duties and key responsibilities

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Manages other financial accounts including SumUp, PayPal and Stripe.
- Arranges changes of signatories on the association bank account.
- Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the PTA (currently only one cheque book exists which is held with the Treasurer; there are no bank cards at this time).
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments including settling invoices from suppliers and paying expenses
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.
- Completes the Charity Commission annual return.
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).

Good Financial Governance Practices

- Review financial statements every month.
- Financial Position reporting is a standing monthly agenda item.
- More than one person can access bank statements online.
- Consider getting paper statements reinstated from bank to feature in monthly update.
- Fully review financial position at least Quarterly.
- Check all expenses and receipts tally to Balance Sheet / Accounting software .
- Adopt an acceptable, universally agreed financial thresholds (see suggested matrix below).
- Ensure proper financial reporting routines are observed and understood by all members.
- Important: Charity law requires all charity trustees to prepare annual accounts for their charity.
- These accounts are subject to an independent review (where income is over £25,000 per annum: not currently applicable to C@LL).