



August 2023



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## A Note from the Bancroft PTO

We hope this message finds you well and refreshed after a wonderful summer break! As the school year kicks off, the PTO is thrilled to extend a warm welcome back to each and every one of you.

We are here to support you in any way we can – from classroom resources to special events, we're excited to collaborate and make this school year exceptional. Please feel free to reach out to us with your ideas, suggestions, or needs – together, we can achieve great things!

Thank you for being the incredible educators that you are. Here's to a fantastic school year filled with growth, learning, and countless memorable moments. Welcome back!

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## Preferred Titles & Photos for Student Directory

If you are a new staff member, or an existing staff member who needs to change information from last year's directory, please click on the link below and fill out the short form provided. This allows us to ensure your name is spelled correctly, your email addresses are accurate, and your titles/preferred pronouns are available to the families for communications.

[Student Directory: Staff Details Confirmation](#)

Stephanie Barry will be at Bancroft Tuesday, August 29th from 8:00 - 9:30AM in the lobby/cafeteria area. **New staff will need to have their photos taken for the directory**, and any staff who had their photo taken last year and would like it retaken are welcome to do so.

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## Postcards for Students & PTO Communications



Classroom teachers, upon your return you will find a stack of these postcards in your mailbox. We would appreciate it if you could distribute these to your students' take home folders during the first week of school. This will (hopefully) be the only time this school year the PTO prints something to send home; we are hoping to rely on electronic communications going forward. Thank you!

If you have a family that would prefer translated communications, please refer them to our [website newsletter archive](#). We translate and post the newsletter shortly after it goes out over email so they can refer to it here real time. If a translation language is needed that is not available on our website, please let us know at [communications@bancroftpto.org](mailto:communications@bancroftpto.org) and we will be sure to add it for all future newsletters.

## Staff Spiritwear



The PTO has created new Spiritwear for kids AND staff! In fact, staff have their own storefront, courtesy of Zazzle.com, that allows you to pick the clothing type and color of your choice for any of our designs. We're just getting this up and running so the options are limited for the time being. But throughout the year we'll be adding in more custom designs for you to choose from, and we have lowered the pricing as much as Zazzle allows on all staff items (be sure to watch for their coupon codes and frequent sales for the best deals!).

We have a ton of flexibility when it comes to adding designs to this store, so if there is something you've always wanted and you can give us a description of it, we'll do our best to make it a reality! Send any ideas, drawings, etc. to [communications@bancroftpto.org](mailto:communications@bancroftpto.org).

**Click here to see the new Bancroft Staff Spiritwear Store!**

The PTO also gifts embroidered shirts to new staff members upon their arrival at Bancroft. If you're an existing staff member who has a recent name change or requires a new size, please reach out to us at [president@bancroftpto.org](mailto:president@bancroftpto.org).

## Teacher Funds: New Process



No more filling out paper forms and sticking them in the PTO mailbox! Everything is done online now for your convenience (and ours, we appreciate it!). Using the funds the PTO has set aside each year for group discretionary spending, this form will allow you to request reimbursement for a purchase you have already made OR ask the PTO to make the purchase directly on your behalf.

We've also made it easier for staff to see what funds remain throughout the year. A link will be available at the top of the form that will provides real time totals updated by our Treasurer throughout the year. The link will be available at the start of the school year.

If funds are untouched throughout the year by any department/group, the PTO will reevaluate that balance, and reserves the right to redistribute it to another group or designate it as "other" funding in future years. If this occurs, it does not mean you won't have means to make a purchase in the future, but you will need to receive PTO board approval upon request.

**Click here to access the Funding Request Form**

*The form can also be found by going to [bancroftpto.org](http://bancroftpto.org), navigating to About - Forms & Documents from the header menu, and choosing "Funding Request/Disbursement Form" from the middle column.*

## Seeking Help for School Play & Learning Labs

The PTO is looking for Bancroft staff members who may be interested in helping us run our PTO learning lab program and our PTO run Bancroft play. We need help from staff members in order to make these programs successful. The PTO has funds to pay stipends to staff members who can support these programs.

**The learning lab stipend is \$3,000 for the year and includes the following responsibilities. This role can be split between two staff members:**

- Being the door opener (2 days a week) for the Fall and Spring session (each run for 7 weeks)

- Being onsite in the afternoons the first week of labs
- Booking rooms for learning labs before and after school and creating an office binder sheet with the locations of each class, the names of the kids attending each class, and the instructors name and contact info
- Sending each Bancroft teacher an email listing which students in their class are taking labs and which labs
- Coordinating support for any students who need assistance to attend a lab
- Coordinating with custodians, kidcare, and school staff for building logistics

**The Bancroft play stipend is \$3,000 and can be split between 2-3 staff directors:**

- This role involves directing the Bancroft play
- We will have parent volunteers organize the costumes, props, communication with parents, and provide support during rehearsals
- The play will run over 4 weeks and will meet 3 afternoons a week after school with a daytime and evening performance on the last day
- The play will take place in January or February

If you are interested in either of these positions, or have any questions, please reach out to us at [communications@bancroftpto.org](mailto:communications@bancroftpto.org).

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**HAVE NEWS TO SUBMIT TO THE BOBCAT?** Email us at [communications@bancroftpto.org](mailto:communications@bancroftpto.org). All submissions must be received by the end of the month to be included in the next monthly update.

**Bancroft PTO**

15 Bancroft Rd, 01810, Andover

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