Updated: 23 October, 2025

Belmont PTA Bake Sale Overview

- Each year group holds 1 bake sale per year (excluding Nursery)
- Friday 3:20 and 4:30 (club dismissal)
- Incorporate themes for Halloween and Valentine's Day. Halloween can also sell second hand costumes.
- Any questions, ask in the Class Rep chat group!

Prep leading up to bake sale

- ☐ Create a poster 2 weeks ahead of bake sale (See PTA website for templates if needed)
- ☐ Send poster to PTA Committee to include as WhatsApp community announcement
- ☐ Inform your class and remind them to bring in baked goods each week until bake sale. See Page 2 for a list of typical goods (nut free)
- ☐ Recruit volunteers to help on day (2:15 prep, 3:20 sales, 4:30 sales)
- ☐ Download SumUp app and check that you are logged in with PTA account. Contact PTA Treasurer to log in if not already logged in previously. He/she may not be available on the day of the bake sale. 4g/wifi card reader in front office (no app required) as backup, but these devices are slower than phone app.
- ☐ Provide your own float (generally £10 - £20). Sainsburys or Post Office will give you small change for cash.
- ☐ Send WhatsApp message to class to leave donations at front office in the morning
- ☐ PTA Committee to re-send poster morning of bake sale.
- ☐ If needed, check with school to use Cookery room, fridge, freezer.

Bake Sale Day

- ☐ Arrive with plenty of time to set up. If rain, gazebos are in the PTA shed in the car park.
- ☐ Set up near front gate. You will probably need 3-4 blue tables. They are found outside of the cookery room or parent room.
- ☐ Items to get from Parent Room
    - ☐ Money box located (right corridor, right hand side)
    - ☐ Tablecloths, tea tray, etc.
    - ☐ PTA Flag (the wind resistant wavy one, not the rectangle banner)
    - ☐ Paper napkins
    - ☐ Latex gloves, hand sanitizer
- ☐ Card reader (if needed) from front office
- ☐ Make sure all cakes are sliced in advanced and spread out to make it easy to grab.
- ☐ Make a price list sign. Most items charged at £1. Sell small items 2 for £1.
- ☐ Take a few photos and send to PTA Committee
- ☐ Tidy up, return keys. Any excess food can be taken to the children at the Hive (no cost)
- ☐ Return money box (less float) to the front office, or keep and return to PTA Treasurer. Send message to Treasurer with amount amount collected.

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Typical Bake sale items

Bake Sales generally include baked goods, but you can include whatever foods you would like to include. All produce sold at the Bake Sale need to be donated by the year group – both classes together. They can be homemade or shop brought. **Please remember all produce <u>MUST</u> BE NUT FREE.**

Produce sold have included in the past:

Sweet	**Savoury**
● Cupcakes ● Cakes ● Pastries ● Fruit cakes ● Oat bars ● Biscuits ● Cookies ● Muffins ● Tarts ● Chocolate éclairs ● Macaroons ● Brownies ● Sweet rolls ● Chocolate krispies ● Fruit loafs ● Popcorn ● Doughnuts ● Fudge ● Rocky roads ● Fruit	● Sandwiches ● Samosas ● Onion bhajis ● Pizza slices ● Spring rolls ● Falafels ● Fritters ● Sausage rolls ● Fish cakes ● Chicken satay sticks ● Pasties ● Mini pies ● Scotch eggs ● Savoury muffins

Additional items you could sell to increase takings are:

- Ice Lollies & Ice Creams
- Drinks – water, juice, smoothies
- Stationery
- Toys
- Magazines
- Books, CDs, DVDs and Blurays