



CHARITIES/FUND RAISING

Responsibility	Zoe Budding
Date of last review	April 2016
Date of next review	September 2018

1. Aim

The aim is that this policy outlines principles and protocols surrounding fundraising and charity events and contributes to our ethos of belonging to a community and supporting others. Contributing to a charity event and fundraising efforts allows students:

- Consider local ,national and international communities, particularly those in less fortunate circumstances;
- Opportunities to show individual initiatives;
- To plan and carry out projects individually, as a team or as part of the school community;
- Develop a lifelong habit of charitable giving.

2. Fundraising at Perschore High School

There is a charity week each term that contains the majority of fundraising events. This would typically include a non-uniform day, a whole-school charity event and individual endeavours. Each charity week focuses on a chosen charity, voted for by students, which may change annually. Other charities may be supported by individuals or smaller groups.

3. Planning a Fundraising Event

Before organising a fund raising or charity event, permission must be sought from the Headteacher or Head of Student Achievement who will need details, including the Charity, the students to be involved and dates. It is assumed that House Councils and teams will have been involved.

The Headteacher or Head of Student Achievement will bring proposed charity or fund-raising events to the Leadership Team meetings for consideration and agreement and will ensure that these are included on revisions to the calendar and in the weekly bulletins.

All school procedures regarding students should be complied with. If in doubt, check with Clive or, for activities out-of-school, with Phil Hanson, Deputy Head. Fundraising activities must abide by relevant age limits imposed by legislation and all adults involved in activities with students must have the relevant CRB disclosures.

4. Monies Collected

Clive Corbett, Headteacher is responsible for co-ordinating fund raising for charity in the school and also administers the school's 'Charity Account'.

When a charity fund-raising activity is organised, the money collected should be dealt with as follows:

It should be ensured that all participants hand in the money raised along with relevant documentation such as sponsor forms.

- a) When all money is collected it should be counted carefully – with a colleague; the correct ‘money bags’ used, passed to the Finance Office with a note of the cash break down.
- b) A record of the money raised should be handed in to the Headteacher – this paper should be signed by the organiser and whoever witnessed the counting.
- c) The sponsor forms should be with this signed paper.
- d) This double counting and signing is designed to protect staff, and is recommended most strongly by the Auditors. There is no implication **at all** that we have ever made any mistakes but some schools have. We have to protect ourselves.
- e) Money raised will be counted and receipted in the finance office then banked and held in the school fund bank account.
- f) The finance office will keep the records of all money raised and will provide you with a cheque, when requested by the Headteacher, ready for your ‘presentation’. As the cheques are raised by the bank, please give 5 working days’ notice of your requirements.

5. Publicity

Staff and students are also requested to give Clive details of the fund raising, both in advance and afterwards, so that these can be reported in the monthly Newsletter, House assemblies, the school website and in the reports to Governors.

Photographs taken for fundraising events, especially those to be included in external publications, must comply with conditions set out in the school photograph consent forms.