

Charity Procedures

Statement of Intent:

All students at The Priory will be active in supporting charitable causes and understand why this is important.

Protocol:

Each Year Group will be allocated a half term slot in which to raise money for their identified charity or cause.

The time slots are: Autumn Term 1: Year 11
Autumn Term 2: Year 9
Spring Term 1: Year 8
Spring Term 2: Year 10
Summer Term 1: Year 7
Summer Term 2: Other fund raising events.

The charity must be chosen in line with the following criteria:

- It is chosen by the students in each Year Group.
- It is shown to spend as little as possible on administration with the vast percentage of funds raised going directly on action.
- It encourages Gift Aid to make the best use of Sponsored events.
- Account has been taken of any National Campaigns which take place within the time slot.

During their allocated time the Year Group led by their HoY and Tutors, Yr 11 Charity Officials and Charity Representatives may choose how to best raise funds. They could choose to do charity events as a year group, or do charity weeks as a form. Only one non-uniform day will be permitted within the time span which could be for the Year Group or identified individuals.

Assemblies should be used to help the Year Group to decide on a Charity to support and to promote fund raising activities. External speakers representing particular charities may be invited to speak in assemblies.

A shield/cup will be awarded annually to the Year Group raising the most money and demonstrating the most enterprising ideas.

Organisation:

The half term leading up to the fund raising period should be seen as time for preparation. During this time the HoY (or designated tutor), Yr 11 Charity Officials and Charity Representatives will meet to identify charities which the year group might support and will recommend these to the students who will then decide on one or two charities to raise funds for.

The Charity Representatives will work with their Yr 11 Charity Official, form and Tutor in the weeks leading up to the fund raising period to identify a range of fund raising activities/events.

Business plans for each event/activity should be produced by the form and signed by the tutor before being handed to the HoY by the Tutor in one batch two weeks before the end of the preparation period. The HoY will collect the plans and pass them on to the designated member of staff in Business for approval two weeks before the end of the preparation period.

A second deadline of two weeks into the charity half term is set for students/tutors to submit business plans. This will allow for further fundraising activities events.

Business will need to approve or reject business plans within one week of receiving them and also have them approved by the Health and Safety Officer if necessary before returning them to the HoY for action.

The HoY will return approved plans to Tutors during the first week of the fund raising period.

The HoY will complete a programme of charity activities/events for the half term period and will share this with their SLT line manager, Year Team, School Office, Charity Officials and Charity Representatives. All activities must be in line with the school ethos.

The agreed programme and plans should be implemented and all money raised counted by the charity reps under the supervisor of the HoY and passed to the Finance Manager

The HoY will ensure that those students, groups of students or forms who have demonstrated an enterprising approach and commitment to fund raising during the half term period are acknowledged. Students falling into this category could be recognised in a variety of ways including being mentioned in assemblies and/or the Priory Newsletter, by being invited to a meeting with the Headteacher and by receiving a Headteacher's Award.

Charity representatives should briefly evaluate the success of each fund raising activity on the business plan and ask the tutor to store this in the form folder for future reference.

At the end of the fund raising period the HoY will organise an assembly to share with students the total sum raised thro' each activity and by each form if appropriate and to present a cheque for the total amount raised to the chosen charity.

Responsibilities:

- Assistant Headteacher Inclusion: Overview of Charity within school and strategic direction
- Tutors: To work with their form, Charity Representatives and Yr 11 Charity Official to identify appropriate fund raising activities/events, oversee business plans and pass these on to the HoY. To support tutees in implementing their agreed plans.
- SLT: To discuss the programme of events with the HoY.
- HoY: To oversee the organisation of charity events/activities including chairing charity meetings and producing a programme of events for the fund raising period. Coordinating business plans and supporting tutors in supervising activities and events as necessary.
- Business: To approve business plans passed on by HoY. To offer advice on enterprising activities. To provide Quality Assurance.
- Admin team: to keep the sums of money raised from each activity/event separate and to keep the HoY informed of total amounts raised.
- Health and Safety Officer: To offer guidance and advice on health and safety issues related to fund raising events/activities.
- Yr 11 Charity Officials: To work closely with HoY and support Charity Reps from all years in their House in planning and implementing charity events/activities.
- Charity Reps: To work with their HoY, other charity reps/officials, tutor and form to organise and run activities and events for their year group. To ensure Business plans are completed for all activities/events undertaken.