

CHARITABLE FUNDRAISING PROCEDURE

The Citizenship and PSHE Department will work with the Deputy Head, Wider Community, to co-ordinate the fundraising activities.

Details of students' participation can be added to their Personal profile, which is ongoing through PSHE time.

In order to implement a co-ordinated fund raising policy, which will not overburden those who are always the most likely to contribute, ie parents, staff and students, and to avoid conflicts of interest in terms of facilities and supervision the following fundraising guidelines will apply:

- All fund raising activities must be submitted to the Headteacher, in writing, in advance of any undertaking being made to either students or charitable organisation. The earliest advance notice is essential. The event should be calendared.
- The school will commit to Comic Relief as a designated charity.
- We will always try to be receptive to emergency situations such as Indian Earthquake, Romanian orphans appeal etc
- Mufti days will be limited to a maximum of one per term. These will be linked to the fundraising event of that term.
- All fundraising activities must be checked in terms of health, safety, security and insurance cover.
- All money collected will be passed to the finance office and full accounts will be kept for all events.
- Events will be publicised and reported on through the County Press, school bulletin and local publications.

In order for this to be successful and for it to be a whole school effort we will have one major fundraiser each term. One of these events will be directly linked to developing enterprise education

Departments are encouraged to develop their own fundraising initiatives, for example the Geography Department who are involved in 'Plan International – Child Sponsor in Sierra Leone'.