

The Friary School

Charities Policy

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Introduction

This policy is designed to support the school statement by encouraging students to develop independence, tolerance and partnership (Aims 1,3 and 4). It supports the aims of the school in assisting students to develop an understanding of the world outside school, to develop their talents and to develop respect for others. It also fulfils Objectives 10, 13, 14 and 15.

This policy also supports the school's policy on citizenship.

General Principles

1. To promote students' involvement in the local, national and international communities.
2. To give students opportunities to show individual initiative.
3. To give students opportunities to plan and carry out projects, individually or as members of a team.
4. To encourage students to develop the habit of regular charitable giving.

Aims

1. To raise money for a variety of local, national and international charities.
2. To support charities in other ways other than donating money.

Roles and Responsibilities

1. Students organise and participate in charity events. Students take responsibility for collecting small change each week.
2. Sixth form students are responsible for organising specified activities and are encouraged to organise events on their own initiative.

3. Form Tutors ensure that students are able to take advantage of opportunities to support charities. In particular, Form Tutors help students to organise their Charity Week activities and ensure that such activities are adequately supervised. Tutors ensure that 'small change' is collected weekly.
4. All members of school staff are encouraged to organise charity activities.
5. The Friary School Charities Committee, comprising staff and sixth form students, chaired by Assistant Headteacher (Pupil Support):
 - collects and distributes information about charities
 - oversees 'Small Change' collections
 - oversees Charity weeks
 - arranges for distribution of funds to charities
 - publicises the school's charity activities, both in and out of school.
6. Office staff:
 - bank money
 - keep accounts
 - arrange for the writing of cheques for donations.

Procedures

'Small change'

'Small change' is sent to Plan International, which organises sponsorship of children in developing countries, and supports projects in the children's communities. At present the school's sponsored children are a girl in Zimbabwe and a boy in India.

Office staff put a 'small change' bag in all registers every Thursday. Tutors ensure that students have the opportunity to collect every week. Money should be handed in, in the bag provided, at the school office on Fridays.

The aim is not to raise huge sums of money each week but to help students develop the habit of regular giving, and to realise that 'small change' can make a big difference to the sponsored children's lives.

Charity weeks

Charity Week dates for the year are published in September. Tutor Groups are allocated a week i.e. all 'A' Tutor Groups have the same week. The weeks are rotated so that Tutor Groups have their week at a different time each school year. Tutor Groups in Years 7,8, 9 and 10 are expected to participate in Charity Weeks; Year 11 Tutor Groups are encouraged to participate if examination commitments permit.

The target for each Tutor Group is to raise £30 during the week.

Tutor Groups may nominate a charity, or type of charity, to which they would like to send the money. Mrs Shepperson has details of charities. Please note that if another Tutor Group has already donated money to a charity which is nominated by a second Tutor Group in the same academic year, then Mrs Shepperson may suggest another similar charity. This is so that the school can donate to as wide a variety of charities as possible, and to avoid repeatedly sending donations to the same charity.

Activities must be supervised, either by the Tutor or, where appropriate, by Sixth Form Assistants.

As soon as possible after the Charity Week, Tutors should:

- give the money (clearly labelled) to Mrs Wood in the School Office
- give a note to Mrs Shepperson saying how much has been raised
- tell Mrs Shepperson the charity or type of charity to which they would like to give the money so that she can arrange for it to be sent.

N.B. Money must not be given directly to the charity by the Tutor Group. It must go through the School's Charity Account.

Non-Uniform Days

There are two non-uniform days per school year. At present, one of these is on the last day of the Autumn Term, in aid of Children in Need (or a children's charity); the other is on the last day of the Spring Term in aid of Comic Relief and Christian Aid in alternate years.

Sixth formers organise the publicity (via school notices, posters around school and the plasma screens) and the collection of money (by organising sixth formers to visit Tutor Groups during morning registration and assembly).

No additional non-uniform days are normally permitted.

Other Activities

Other activities may be organised by students or staff. Activities should be notified to the Charities Committee in advance.

Publicity

Charity activities are an important aspect of the school and should be publicised to:

- pupils and staff
- parents and governors
- the general public.

Publicity within school

- Advance notice of charity events is published by pupils, sixth formers and staff, in the school notices, on the plasma screen and on posters around school.
- Information about the amounts raised is published by staff in the school notices and posted on the Charities Notice Board near the canteen by a member of the Charities Committee (Mrs Van Block).
- Newsletters form PLAN, and letters, cards and gifts sent by the sponsored children.
- The Annual Charities Report (prepared by the Charities Coordinator) is posted on the staff room notice board.

Publicity to parents and governors

- A charity report is published in the termly Friary Files using information supplied to Mrs Van Block.
- The Annual Charities Report is given to the Headteacher for presentation to the governors.

Publicity to the general public

- Tutors inform local papers, via Mr Forster, of any newsworthy charity events undertaken by their Tutor Groups.
- Charities Coordinator informs local papers via Mr Forster of any newsworthy charity events.
- A copy of the Annual Charities Report is given to Mr Forster.