

Harlington Upper School



Charities Policy

Policy No:HUS007

Edition 4: June 2017

Approved By: Full Governing Body (Edition 1, Edition 2)

Document Control		
Edition	Issued	Changes from previous
1	9/2012	<ul style="list-style-type: none">• Changes to allow for international charities• To allow Headteacher to approve further non-uniform days in exceptional circumstances.• “House Charity Captain” changed to “House Captain”.• Clarified process of House Charity selection which is to be by student vote.• Inclusion of information about 10% student support fund.• Role of house leader in communicating moneys raised.
2	11/2013	<ul style="list-style-type: none">• Reviewed. No changes.
3	11/2015	<ul style="list-style-type: none">• Internal Review. No changes
4	06/2017	<ul style="list-style-type: none">• Internal Review – amendments made due to change from House to Year system.

Policies/Documents referred to in this policy	Postholders/Persons named in this policy
Charging for Activities	Headteacher
	Deputy Headteacher
	Heads of Year
	Finance Department

Review Frequency: 3 years

Review Date: November 2018

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Aim: The aim of this policy is to help manage the charity fundraising work of the school and students.

Rationale: There are many worthy causes for financial support from our students, their parents and our staff, but this policy sets out to make our work clear and transparent and to prevent overload or charity fatigue.

- Each House-Year will nominate its own charity for support during the school year.
- Students and staff will make representations via their ~~House Captains~~Head of Year as to which charity they feel should be supported and students will vote to elect their chosen house-year charity for that academic year. This will usually take place in the first half term.
- Fundraising initiatives should be in support of an international, national or local registered charity. It will not usually be in support of something that will benefit an individual or particular group of students.
- The Sixth Form Charity Council may nominate an additional charity but all proposed events and causes should be approved by the Head of Sixth Form.
- On rare occasions, a disaster which touches the hearts of students or impacts on our community may be the subject of additional fundraising following agreement by the Headteacher/Deputy.
- The purpose of a non uniform day is to raise funds for House-Year Charities.
- 10% of the money raised at each non uniform day will be donated to the Student Support Fund. The student support fund has been made available by the Governors for parents/carers to make application to, for assistance towards the cost of uniform, or equipment and activities that are essential to the curriculum. The fund may also be used as a mechanism for giving financial support to families for those activities not deemed an essential part of the school curriculum. For more information see the Charging for Activities Policy
- Unless there are exceptional circumstances as agreed by the Headteacher/Deputy there will be no more than three whole school non uniform days scheduled in advance via the school calendar.

Responsibilities:

- Any student wishing to nominate a particular charity should do so by making a nomination via their ~~House Captains~~Head of Year.
- Each ~~House Leader~~Head of Year will have the final responsibility for ensuring that the charity selected is appropriate.
- The Headteacher or Deputy will make decisions with regard to the dates of charity events and non-uniform days.
- Any member of the school community wishing to arrange an additional fundraising event in response to a national or worldwide disaster should have details approved by the Headteacher or Deputy.

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- ~~House Captains~~Heads of Year should arrange for collection of payments from each tutor group on non uniform days. Money should be taken to the school finance office.
- The school finance office will send cheques payable to relevant charities as approved by the ~~House Leader~~Head of Year or Deputy Headteacher.
- ~~House Leaders~~Heads of Year have the responsibility for communicating how much money is raised for the charity of their choice. This would normally be communicated through a full range of communication methods.