

WELL GREEN PRIMARY SCHOOL, HALE

Fundraising Policy

POLICY DOCUMENT



WELL GREEN PRIMARY SCHOOL
Fund Raising Policy
November 2023

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1. Scope of fundraising activities undertaken

1.1 Fundraising for the benefit of the school

1.1.1 Well Green Primary School directly undertakes activities to raise funds for use by the school. This fundraising is for the purpose of supporting hardship, capital investment and development of the school. All equipment and services required by the school to operate are financed from the school's normal operating expenditure and capital expenditure budgets.

1.1.2 We do, however, have an active parents' association (Well Green Parents Association – 'PTA') which is a separately registered charity and organises and runs a number of events during the course of each academic year, typically including a fundraising element – either through income from ticket sales exceeding event costs, or through the inclusion of a raffle or auction element. Examples of events include the annual Christmas Fair, a Quiz Night, Bake and Take, Film Night, Sponsored Run and a summer fair. The TPA is responsible for managing all income and expenditure associated with these events and has its own separate bank account and maintains its own accounts. Whilst the school does not direct the PTA events, they all require the prior approval of the Head to occur.

1.1.3 The PTA then donates funds to the school and the use of the funds is approved by the Head, who ensures that the funds are applied to investments and purchases that are in line with the strategic direction and requirements of the school. The Head meets the PTA regularly to ensure that the activities are in line with the strategic direction of the school. All donations made by the PTA are recognised in the school's accounts. In some cases, the PTA may directly purchase an asset or item and donate it to the school; in other cases, the PTA will donate cash to the school and we then purchase the asset or item that the cash has been explicitly donated to fund.

1.1.4 We also, receive donations from parents/carers or legacies from third parties - we recognise these in our accounts.

1.2 Fundraising for the benefit of third parties

1.2.1 Service is an important part of the education we provide to our pupils, and we seek to help them develop their awareness of involvement in and commitment to the wider community and charity. The chosen charities (listed below) provide support for children in this country and overseas, this is why they have been chosen.

1.2.2 The pupils, under staff supervision, parents/carers may undertake a number of fundraising activities during the course of each year. We only raise money for the following charities each year: the charities are 'Comic Relief', 'Children in Need' and Unicef. During the Autumn term we have a collection of food and other items which are directly donated to local foodbanks in the local area. These are approved by the Governors who, amongst other considerations, checks that they are all approved charities registered with the Charity Commission.

1.2.3 The fundraising activities of the pupils must be approved by a member of staff before they occur, staff maintain overall oversight of their fundraising activities. Activities, such as cake sales or book sales. Any letters or correspondence regarding these events must be approved by the headteacher or in her absence the Deputy Headteacher, before they are shared with the school community.

1.2.4 Funds raised by the pupils parents/carers must be counted in school, in line with Audit requirements. No money will be taken off the school premises. All monies must be counted by two appointed adults and always checked by the School Business Manager. An Accounting form is available from the school office for this purpose. All monies must be banked as soon as possible and paid into the charities' bank account.

2. Fundraising principles

2.1. Delivery of the fundraising activities

2.1.1 These principles apply to all the fundraising activities described above:

- i. All staff, pupils and volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness.
- ii. Fundraisers must not exploit their position for personal gain.
- iii. All funds received must be carefully recorded, counted and banked (as described above)
- iv. All funds raised must be used for the purpose for which they were raised.
- v. Publicity and promotional activities must be truthful and non-deceptive.

2.1.2 This Fundraising Policy represents a commitment to the highest standards of good practice and seeks to ensure that all fundraising activities are open, legal and fair.

2.1.3 Any concerns about fundraising activities at Well Green Primary School should be discussed, in the first instance, with the Headteacher.

2.1.4 Fundraising initiatives undertaken, are done so in line with the requirements of the Fundraising Regulator, as a benchmark for best practice.