



Charities Policy

Aims:

- To provide guidelines for charitable giving.
- To promote a sense of responsibility.
- To provide an overview of charitable work in school for the purpose of evaluation.

At Kirkstone House School pupils are actively encouraged to participate in charitable giving both in terms of fund raising and volunteering. This is achieved by:

- Encouraging and supporting pupils who wish to raise money for a specific charity of their choice.
- Using the House system to fund raise for chosen charities.
- Identifying charity for support on an annual basis.
- Encouraging volunteering through Duke of Edinburgh service and PSHE in Senior School.
- Holding assemblies to raise awareness of the work of individual charities.
- Supporting national fundraising events such as Children in Need.

Guidelines:

All charity events and fundraising in both Lower and Senior School must be discussed with the Headmistress. These are then included in an annual calendar which provides an overview of charitable events throughout the school year. (Note: Spontaneous charitable giving may occur in response to national or international events).

Collection of Money:

All charity money must be taken to the Headmistress' PA.

After fund raising pupils are required to compose a covering letter to accompany funds. This must be checked by the Charities Co-ordinator. A tally of charitable giving is kept by the PA to the Headmistress.



Roles:

Charities Co-ordinator

The Charities Co-ordinator has oversight of all charitable work in school and is responsible for producing the annual charity calendar and updating the charities notice board.

The Charity Co-ordinator will also evaluate the Charity Policy on an annual basis and make recommendations for future developments.

Head of House (Senior School)

Each Head of House is responsible for:

- Promoting charity events in school.
- Supporting all charity events and reporting back to school in assemblies.
- Liaising with the Charities Co-ordinator about fund raising and volunteering.

Signed:

(Headteacher)

Review Date: October 2017