

# **BISHOP'S HATFIELD GIRLS' SCHOOL**

## **FUNDRAISING POLICY**

**Date of last review:** Summer Term 2024

**Date of next review:** Summer Term 2025

**School Based Policy**

## Fundraising Policy: 2024/2025

Bishop's Hatfield Girls' School has charitable status – **Charities Reference Number EW01517**. As the school is an academy, it is exempt from registering with the Charities Commission.

### The School Fund and campaigns

The school has previously launched a School Fund for the purpose of fundraising, and is also registered for Gift Aid on all donations.

The school is registered with easyfundraising for donations from online suppliers and with Easy2name a commission based name labelling service.

The school will adopt the following policies with regard to fundraising for the school and supporting other charities:

- The school is currently running a campaign to raise funds for improvements for our Sixth Form space with a target of £10,000 and any funds raised in excess of this will be used for IT and educational equipment.
- Certain fundraising activities in school will be ring-fenced for the school campaign and these may include: School Fund donations, Christmas markets, Happy Bag recycling, a fundraising wall, easyfundraising donations, baking competitions and/or summer events.
- Pupils may be invited to participate in themed days eg for the summer event, and these will be charged at a charge of £2pp for the school fund. At Christmas, pupils will be invited to wear Christmas jumpers for a charge of £2pp of which £1 will be donated to the school's chosen House charity.
- The school will actively support the Parents' Association. The school will provide the premises free of charge for fundraising (subject to site availability) and will invite the PA to support key events through the support of refreshments and/or activities as well as promoting their Christmas raffle. The PA should notify Sally Fullerton, PA to the Headteacher and Business Leader, of planned events as soon as is possible in order that approval may be sought from SLT and to ensure the events are calendared to avoid any clashes.

### Charity fundraising

- Each year the Heads of Houses will select one registered charity for the whole school to support and will raise the profile of the charity and its cause.
- Houses may plan fundraising events for their chosen charity but the details and timing must be approved by SLT. For those events held in school, funds will be split with 70% to the charity and 30% to the school.
- At Christmas, a donation will be made to the chosen charity as outlined above.
- House charity fundraising must align with the school calendar and fit around school and PA events.
- The school will continue to support World Challenge and Young Enterprise initiatives. Students participating in these or similar schemes should engage their local communities in fundraising rather than relying on the school staff and pupils. However, the school premises may be used for events with the Head's permission. Cakes or sweets are not to be sold during the school day. All proposed events must be approved by SLT at one of their weekly meetings to prevent clashes with the PA, lettings or activities. The student organisers must use the events checklist and guidance which is on the !All student drive [📄 Copy of Event or activity planning checklist](#) (see Staff Handbook).

- The national Poppy Appeal will be supported through the sale of poppies.
- Regrettably, the school may not be able to support other charities. However, where appropriate, the school may support pupils or staff with fundraising for other causes or charities through offering to publicise events taking place outside school. Requests will be considered on a case-by-case basis and the fundraising goals should align with the school's ethos and values.

### **Engaging the community**

- The school will continue to engage the pupils through the form Charity Reps. Reps will input to the planning and organisation of events including House events and prioritising what to buy with money raised through pupil activities. They will also act as ambassadors for school fundraising.
- The school will continue to work closely with the Parents' Association, supporting each other in the planning and running of fundraising activities.
- The school will use the website, Facebook, Instagram and Twitter to communicate with parents and carers, as well as former pupils.
- The school will use every opportunity to build positive publicity about our success, the school facilities and our fundraising activities.
- Parents and pupils are welcome to run outside fundraising events for the school (such as Charity Car Park or Garage Sales) but are asked to contact the Communications Manager, Isabelle Fautrero-Sayer to seek guidance in how they intend to use the school's name or logo to ensure this fits with our brand and values.
- We encourage parents and partners of staff to seek applications with their employers for matching schemes (where the employer matches the amount raised in a fundraising event or activity). For all enquiries, please contact the Communications Manager, Isabelle Fautrero-Sayer.
- We also welcome sponsorships from local businesses, employers and Alumni members for specific fundraising projects and donations of resources (e.g. science equipment, sports kits) as well as work experience placements and apprenticeship opportunities to support our pupils, their learning and career development.

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