



# Holgate Primary & Nursery School and Sutton Road Primary School & Nursery

## Fundraising Policy

At the schools within our collaboration, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. All staff are expected to uphold and promote the fundamental principles of British values, and as such, the schools within our collaboration are fully committed to safeguarding and promoting the welfare of all our pupils including protection against radicalisation. We therefore aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. Our core purpose, values and ethos is embodied in our mission that everyone takes:


**P= personal**  
**R= responsibility**  
**I = in**  
**D= delivering**  
**E= excellence**

Reviewed and Approved by: The Full Governing Body

Date: Spring 2022

Date of Next Review: Spring 2024

Reviewer:

Signed:  (Chair of Governing Body) Date: 29/03/2022

# **FUNDRAISING POLICY**

## **Background**

Funding cuts and diminishing budgets have resulted in many schools becoming involved with large-scale fundraising to provide extra income for various projects. While school fetes, plays and sponsored events have always been popular, there has been an increase in the number, and value, of grants that schools can now bid for. In fact, many schools now see fundraising as essential for enhancing educational provision and for improving facilities and resources for pupils and the local community. The process of gaining fundraising can also develop links with local businesses and industries which, along with the schools' enhanced facilities and resources, can boost the schools reputation.

This policy covers fundraising activities and events on behalf of Holgate Primary & Nursery School and Sutton Road Primary School & Nursery undertaken by pupils, staff or volunteers. The schools within our collaboration are funded by the Local Authority. However, extra funds are necessary for building refurbishments, additional resources and facilities, and for a range of extracurricular activities which are of benefit to both pupils of our schools and the local community.

However, schools must have an ethical approach to fundraising and must consider the origin of the money they receive. They must also consider what, if anything, they are required to do in exchange for the funding, the extent to which they will allow corporate messages and logos to penetrate the school and the impact of corporate funding or sponsorship on their pupils, staff and community. It is therefore essential that schools develop and adopt a fundraising policy before starting any fundraising activity. They must consider the type of companies or organisations they want to approach for funding or sponsorship and the type they would not approach.

Sponsors usually ask for some form of recognition for the funding they provide. Schools must therefore decide if what they are asked to do in return for funding is acceptable, for example, to name a library or wing of a building after a company that has donated a large sum of money.

## **Objectives and targets**

The purpose of this policy is to ensure that all fundraising conducted by the schools within our collaboration is ethical and in line with the schools' values and aims. This means that the schools will not:

- Accept money from an unethical source.
- Allow pupils, staff and members of the local community to be exposed to an excessive volume of corporate messages and logos.
- Accept corporate sponsorship without fully considering if the conditions imposed by the sponsor are in line with the school's values.
- Disadvantage parents/carers and the local community through repeated requests for money.

## **Parental contributions**

Most schools ask parents for periodic voluntary contributions. While many parents are happy to donate if the request is relatively infrequent, it may put some parents/carers at an economic disadvantage or cause them embarrassment if they cannot pay so it is important that schools do not approach parents for money too frequently. We are sensitive to the balance between affordability and profit, items including those we know to be high-end items are sold on good faith at much reduced prices to avoid exclusion of any family. We are able to sustain this ethos as items are donated largely by staff, parents and some local businesses.

Funds raised are banked into the school fund account by office staff.

## **Action plan**

- Those responsible for co-ordinating the school's fundraising efforts are Samantha Arnold, Head of School at Holgate Primary and Emma Severn, Head of School at Sutton Road Primary and Jessica Wall, School Office Manager across the collaboration. They are responsible for:
  - Identifying possible sources of funding.
  - Bidding for funds.
  - Ensuring that the Executive Headteacher and Governing Body are kept apprised of the school's current fundraising situation.
- The Executive Headteacher and Governing Body must approve any application for funding before it is submitted.
- A record will be kept of any funding that is received and how it is spent. These records will be used to produce an annual report of the school's fundraising activities.
- The schools within the collaboration will not apply for or accept funding from sources which are not in line with the school's ethics, values and educational policies. These include junk food companies, companies that exploit child labour and those involved in the production of tobacco, alcohol or pornography.
- The schools will not accept sponsorship from companies that do not support the school's values and policies.
- A calendar of fundraising events should be published each year.

## **Monitoring and evaluation**

Following the Annual Audit of the School Fund, a fundraising report will be written and made available to the Governing Body, parents and the local community. This report will outline funding that has been secured and what it has been used for. It will also contain details of the school's sponsors and funds raised by the school. The effectiveness of this policy will be reviewed annually by the Governing Body.