



Charities Policy

St. Francis' College

September 2024

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Introduction

The 'College' refers to all the staff and pupils of the Prep Department and Senior School which includes Early Years Foundation Stage (EYFS), Pre-Prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

Purpose

The purpose of this document is to outline some principles for the organisation of fundraising activities for charities within the College. This will give the staff and pupils guidance for fundraising and other charity activities during the College year. St. Francis' College's stated aims include:

- provide a seamless, rigorous and stimulating educational experience, with a focus on close individual care, which equips our students to thrive in an ever-changing global environment.
- build intellectually creative minds and to instil our core values of DREAMS: determination, resilience, empowerment, appreciation and motivation in a secure environment.
- be a community that values the unique qualities of each member and promotes mutual respect, personal and social responsibility, high self-esteem and self-development.

The charitable fundraising and links with charities that take place each year play an important role in putting these aims into practice and to help raise awareness amongst pupils and staff of the needs of the wider community.

It should be noted that charity fundraising is part of the educational activity of the College, important in teaching pupils about their responsibilities to the wider community, rather than being an objective of St Francis' College Trust, and the monies donated are those raised by the activities of pupils and not a distribution of funds belonging to the Trust.

Charities at St. Francis' College

In any one year, there is a great deal of charity work going on at the College. The students are active in their tutor, year or house groups. The College as a whole works to make significant contributions and the College also facilitates individual and external fundraising events. Students have the opportunity to choose charities, to support and to research them and to promote them in assemblies.

Whole School Charity

The main international charity of pupils at St. Francis' College is currently the Kanyike Project in the Mpigi District of Uganda, which has been supported for around 30 years. Kanyike is traditionally supported by the Recycled Fashion Show, the Summer Kanyike picnic and other whole College events.

Students support several national charities each year including Breast Cancer Now, Macmillan Cancer Support, Children in Need and Save the Children Fund.

During the school year, the Charity Team helps co-ordinate a series of fundraising events for our whole College charity. All ideas should have the approval of the SLT Line Manager.

Role of Head of Charities

The Head of Charities will monitor and support charity activities throughout the College community. The Head of Charities will liaise with the Assistant Head, Pastoral, who is responsible for Pastoral Programmes, the Charity Prefect, Heads of House, Heads of Year, Form Tutors and various pupil groups

to ensure that each area is operating effectively. The website and charity boards will be used to promote activities.

The Head of Charities works closely with the Sixth Form Prefects. All requests for events should be made to the Head of Charities. Once agreed, they should be entered in the charity plan spreadsheet and put on the College calendar.

The Sixth Form Charity Team

In most years, a Sixth Form Charity Prefect is appointed who works closely with the Head of Charities. As well as organising events to support our whole-College charities, the Sixth Form Prefect plays an important role in supporting and encouraging Charity Representatives. Regular meetings with Charity Representatives should take place. The Charity Prefect is responsible for updating the charities noticeboard.

The Role of Tutor Groups

Tutor groups play a very important role in the charitable work of the College. Each year, Forms should select one charity they wish to support, and an individual or team of people selected to raise money and awareness of the charity. Students should be encouraged to select this charity themselves, and often support charities who have a real personal significance for them or their families. Forms are encouraged to fundraise for their individual Form charities in a wide variety of ways. As well as raising money, Forms can also play a vital role in raising awareness for the work of their charities through events and assemblies. Tutors and Year Heads are usually responsible for assisting students.

Sixth Form

Sixth Form students should be given the opportunity to get involved in charity and community work either by directly working with community groups or by organising events such as the Recycled Fashion Show to raise money for Kanyike.

Other Fundraising Initiatives within St. Francis' College

Extra-Curricular opportunities such as True Adventure and trips to Kanyike add another dimension to fundraising initiatives within the College. These should not be considered charity projects, as the students are encouraged to raise money to subsidise their own travel costs. These can be facilitated within the College, if sponsors are aware where the money is going and they can be sensibly fitted into the charities plan spreadsheet and calendar.

There needs to be tight co-ordination and good communication between these initiatives and charity projects to avoid duplication of ideas, fundraising fatigue and unreasonable expectations of the support that specific groups of parents can give. Particular care needs to be taken about projects focused on Prep School pupils as our Prep School also runs its own programme of charity fundraising. Fundraising should not just be focused on school. Students should be encouraged to look at opportunities within their wider community.

All fundraising initiatives must be agreed by member of staff leading the project, checked with the Head of Charities before permission is sought from the Senior Leadership Team. Once this permission is granted by the Assistant Head, Pastoral and/or the Head of Prep (if relevant), the activity should be entered in the charity plan spreadsheet and the calendar.

Allocation of Events

All charity events should be entered on the College calendar.

- Whole College activities can be a mixture of events, but there will normally be only one own clothes day per term on a date agreed with the Head.
- Support for national appeals will be decided by the Head of Charities and Charity Prefect. Each year a variety of appeals will be supported.
- The Head of Charities will consider individual requests based on their merit. The Head has the final say on which activities take place.

The decision about what takes place is based on

- The College ethos
- The academic teaching programme
- Fixed calendar events which have priority
- House activities taking place
- PD Programme activities
- Possibility of fundraising fatigue

Individual Sponsorship

From time-to-time individual pupils or staff may seek sponsorship for a favoured charity. Requests for the College or its members to act as sponsors must be presented to the Head of Charities for consideration, as with other charitable ventures.

Version Control

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| Reviewed By | Head of Charities |
| Authorised By | Assistant Head, Academic (Director of Studies) |
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