



Fundraising and Charities Policy

September 2025

Approved by Governors

Date:

To be reviewed: September 2026

This policy has been adopted by Blakesley Hall Primary School and will be applied to the mainstream provision and the resource base. The policy provides guidance on how charities are selected and to clarify the process by which fundraising events should be organised. It also contains financial guidance on the handling of monies raised and a summary of the responsibilities for the organisation of fundraising activity at the school.

Rationale

The Blakesley Hall Primary School community seeks to positively contribute to society and develop the school values in a practical way to support others. For this reason, fundraising activities are planned as part of the taught curriculum and within the extended learning opportunities. As such, the support of local, national and global causes by children is greatly encouraged and where appropriate student-led.

Blakesley Hall Primary School is a community of learners. Our mission is to enable every child to follow the Blakesley Way and 'live' our values of: respect, unity, care, honesty, resilience and appreciation.

- Respect: We treat each other with respect, including ourselves.
- Unity: We work together to achieve our best.
- Care: We care about each other, ourselves and our environment.
- Honesty: We tell the truth in a kind way.
- Resilience: We don't give up on ourselves, our work or other people.
- Appreciation: We celebrate and believe in each other and ourselves.

Aims of the Policy

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

- Fundraise for charities or organisations that have any political affiliation.
- Fundraise for charities that are not official organisations.
- 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.

General Principles

Fundraising activities at Blakesley Hall Primary School will:

- Involve pupils in charitable work.

- Develop aspects of SMSC relevant to charitable work.
- Help develop a sense of the wider community and its needs.
- Develop teamwork and innovation skills by raising money for charity.
- Allow children to interact with charitable agencies in order to have a sense of the work they undertake.
- Allow children to become aware of the importance of voluntary work in the support of charities.

Event Days:

There will be opportunities for the children to participate in activities which involve fundraising at pre-planned points in the academic year. These might include the following:

- Non-uniform days which will link up with nominated charities.
- Voluntary projects, supporting the local community.
- House activities.
- Sporting events.
- Fun events.
- Enterprise activities.

The Role of Teaching Teams in Delivery of the Wider Curriculum:

Across the Key Stages, curriculum planning will make a significant contribution to the pupils' understanding of charities and their importance. Curriculum areas making a contribution include:

- Geography and History, for example Year 6 curriculum time with the Anne Frank Trust.
- PSHE programme, for example the charitable work of the NSPCC.
- Religious Education, for example learning about Islamic Relief.
- Collective Worship, for example learning about the work of inclusive charities, such as Show Racism the Red Card.
- National charitable days, for example celebrating Children in Need Day.

Pupil Leadership:

Pupils are encouraged to join in whole school and small group leadership activities, including enterprise activities which encourage them to plan, organise and lead. Older pupils are encouraged to help younger pupils to participate and share ideas about fundraising events to take part in and charities to support.

Parents As Partners:

The Parents As Partners group is a voluntary group of parents and carers who offer support to the school's delivery of fundraising, social activities and cultural experiences. It will always be at the school's discretion to make final decisions about such charitable events and activities.

Adaptations:

Where necessary, charity days will be altered to mirror the community makeup and the financial climate e.g. Christmas Jumper Day may appear as Favourite Jumper Day to avoid families feeling obliged to buy new clothing.

The Process of Charity Selection

The charity selection process at Blakesley Hall Primary is adult, pupil and community-led. Decisions about sponsors to be sought; fundraising to be conducted; and charities to be supported by school activities and events, will always be taken to the Senior Leadership Team level to be agreed as part of a strategic approach. Pupils will be involved at different levels in discussions about the charities the school will support and the events we will become involved in.

Pupils will have input in:

- Proposing activities that will raise money.
- Suggesting the charities the school might support.
- Liaising across year groups to facilitate fund-raising activities.

Fundraising and charities identified for 2025-2026

In supporting the children to follow the Blakesley Way and 'live' our values of: respect, unity, care, honesty, resilience and appreciation, each year group will be responsible for raising money for the following registered charities:

Rec – Children in Need

Y1 – The Bumblebee Conservation Trust

Y2 – Birmingham Dog's Home

Y3 – Birmingham Children's Hospital

Y4 – Place2Be

Y5 – The Disasters Emergency Committee (DEC)

Y6 – Show Racism the Red Card

In addition, school will raise funds for resources, equipment and experiences within school through (for example):

- Christmas Fayre
- Summer Fayre
- World Book Day
- Number Day
- Autism Awareness Day
- Y6 end of year fundraising

Additional charitable activities may be organised for causes which arise throughout the year. Information on the process for fundraising for additional causes can be found below.

Process for Fundraising for additional Causes

The selection process for child-directed requests:

1. The child/ren (this may be individual children, groups or the School Council) identifies a suitable charity.
2. The child/ren or School Council research the suggested charities and use the guidance in this policy to produce an outline of fundraising events. This may be done with the support of an adult e.g. class teacher, learning mentor or parent / carer.
3. The child/ren or School Council shows the outline of the fundraising activities to the Head for preliminary checking.
4. The Headteacher meets with the child/ren or School Council to provide feedback and discuss the proposal.
5. The child/ren or School Council confirms the planned fundraising activities.
6. The child/ren or School Council submits the proforma in Appendix 1 containing the proposed charity details and the planned fundraising activities to the Headteacher for approval. This should be submitted at least one month in advance of the planned activities.

The selection process for adult-directed requests:

1. The adult (this may be a member of staff or parents) identifies a suitable charity.
2. The adult researches the suggested charities and use the guidance in this policy to produce an outline of fundraising events.
3. The adult shows the outline of the fundraising activities to the Head for preliminary checking
4. The Headteacher meets with the adult to provide feedback and discuss the proposal.
5. The adult confirms the planned fundraising activities.
6. The adult submits the proforma in Appendix 1 containing the proposed charity details and the planned fundraising activities to the Headteacher for approval. This should be submitted at least one month in advance of the planned activities.

Individual Fundraising Activities

There will be occasions when staff or students pursue fundraising activities individually for a personal cause which will take place outside of school. These activities are not supported by the school and the school takes no responsibility for the pursuit of individual causes.

Guidance Instructions for Fundraising Activities

- Fundraising should be guided by the principle that people will give what they can and should not feel pressured into donating.
- Supervising teachers are required for all fundraising activities.
- Fundraising acts should not include bringing items in for resale, where the provider expects a percentage of the sale price. All items need to be donated unless the school is holding a hired table top event. Student-made items or official merchandise are acceptable.

- All food sold for fundraising events needs to be shop bought and in the original packaging. The exception to this is food prepared by catering departments such as the school kitchen, where hygiene standards are applied. The food provided must be labelled in line with Natasha's Law.
- The school is unable to purchase items from individuals without a receipt. All purchases made by staff for fundraising must be agreed upon by the Headteacher and follow the school policy for purchasing resources.
- No fundraising activities for selected school charities should take place outside of the school site unless directly authorised by the Headteacher.
- All staff, pupils and volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness.
- Fundraisers must not exploit their position for personal gain.
- All funds received must be carefully recorded, counted and banked (as described above)
- All funds raised must be used for the purpose for which they were raised.
- Publicity and promotional activities must be truthful and non-deceptive.

Protocol for the Collection of Monies

- As Blakesley Hall Primary School is striving to be a cashless school, parents/carers will have the option to donate to a charity via the Parent Pay App. Where this is not possible, such as the Christmas Fayre, any money collected by pupils must be done in pairs as a minimum (under the supervision of an adult).
- Under no circumstances should money be carried outside of the school premises (unless it is being taken to be deposited at the bank).
- Money collected on the day of an event must be counted in the presence of two members of staff. After counting, the amount must be recorded and both parties must sign to say they agree on the amount recorded. Both parties must then hand the money and record of the amount to the office staff, who will sign for receipt of the monies. Office staff will likewise count the money in pairs and sign to agree that the amount recorded has been counted.
- All money collected needs to be stored securely in the school safe. This needs to be arranged with the School Finance staff in advance. Cash bags for depositing funds at the bank can also be collected from the School Finance office.
- All money must be paid into the school bank account within 72 hours. Under no circumstance can the money be deposited into a bank account using an alternative name.
- Where the fundraising is in response to a national appeal most banks undertake to accept donations and transfer the cash collected directly to the charity concerned, the students and lead staff members will be responsible for arranging this. If this isn't the case the Finance staff may be able to make arrangements for the cash collected to be deposited in the School bank account and a corresponding payment for the same amount will then be made to the respective Charity.

Summary of responsibilities

- Office Team: To receive monies raised in accordance with the school's financial procedures and to offer guidance on the handling of monies for charitable causes.
- School Business Manager and Health and Safety Governor: To offer guidance and advice on health and safety issues related to fundraising events and activities.
 - Nominated Staff Leads: To ensure that all procedures have been followed for the planning and execution of fundraising events.
- Headteacher: To authorise the selection of the annual charity and other causes as they arise.

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. Any concerns about fundraising activities at Blakesley Hall Primary should be discussed with the Headteacher and the School Business manager.

Appendix 1

Blakesley Hall Primary School Charity / Fundraising Proforma



Charity of Fundraising event:	Date of the Event: (School calendar checked?)
Who will be involved:	Whole school / Year /Class
Who will be organising the event:	
Why the charity/event has been selected: (How does this charity / fundraising event reflect the school's values?)	
Details of the event: (Include the type of activity, the date it will be held and the staff member/s who will supervise.)	
How will the funds be collected: (Parent Pay/cash) Have the school business manager and office manager been notified to organise safe storage.	

Signed: _____

(Headteacher) Date: _____