

Charities Policy

Document Type:	Charities Policy
Policy Reference Number	HA-CHP-V0.2
Summary	Haywood Academy encourages attitudes that will assist students in 'becoming responsible, fulfilled and active members of society' and 'through the development of self-respect leading to respect for others, their opinions and their property'.
Associated Documents	
Target Audience	All Staff
Document Version No:	0.2
Date of this Version	March 2017
Document Owner	Tom Douch
Approved by:	Full Governing Body
Approval Date:	
Date uploaded on school website:	n/r
Review Frequency:	Biennial
Review Date:	March 2019
Governor Meeting Review Date:	Spring Term 2019 – Term 2
Signature of Chair of Governors	

Version No:	Type of change	Date	Revisions from previous version
0.1	New Format	2.12.16	Review and in to corporate format

0.2	Format	03.03.17	Consistent font throughout

Table of Contents

RATIONALE	3
PURPOSE	3
GUIDELINES	3
RESPONSIBILITIES	3

RATIONALE

Haywood Academy encourages attitudes that will assist students in 'becoming responsible, fulfilled and active members of society' and 'through the development of self-respect leading to respect for others, their opinions and their property'. This includes a respect for those, at home and abroad, less fortunate than ourselves. All students will be active in supporting charitable causes and understand why this is important.

PURPOSE

- To provide students with the opportunity to make informed decisions regarding charity work in the school.
- To provide all members of the Academy with the opportunity to participate in fund raising activities.
- To allow students to understand why supporting charitable causes is important.

GUIDELINES

All charity correspondence and information will be forwarded to the Form Councils, the Haywood Parliament and the Student Leadership Team via the member of staff responsible for them.

The Haywood Parliament and Student Leadership Team will determine three charities that they would like to support throughout the year. Ideas for charities will be fed through from the forms and the Year Councillors. A balance should be maintained between local, national and international charities. The decision will be fed back to forms through the Form Councillors as to why the decision has been made.

The member of staff responsible for the Form Councils, Haywood Parliament and the Student Leadership Team will coordinate the charity work. Fundraising activities should be fun and imaginative where possible. Fundraising initiatives will be student led and organised from representatives from Haywood Parliament who have responsibilities for developing fundraising across the Academy.

Staff or students who wish to organise a particular activity in the Academy to support a particular appeal, should raise it with the Form Council, Haywood Parliament and Student Leadership Team and discuss it with the relevant representatives for Charity work.

RESPONSIBILITIES

- Members of Haywood Parliament: To initiate and co-ordinate fundraising events/activities on behalf of their Year Group.
- Head of School: To maintain an overview of charity policy and practice within the school and give strategic direction.
- PSHE Coordinator: To promote and co-ordinate charitable activity during the Year.
- Performance Leaders: To support Tutors in supervising activities and events as necessary.
- Form Tutors: To support their form and the activities/events as appropriate.
- Finance Office: To receive monies raised in accordance with the school's financial procedures and keeping clear records relating to amounts raised.