



**SEVENOAKS**  
PREPARATORY SCHOOL

## **CHARITIES POLICY**

**Status and Review Cycle:** Statutory / Bi-Annual

**Policy reviewed and amended:** January 2016

**Next review date:** January 2018

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## CHARITIES POLICY

### Rationale

The Prep is keen to support good causes. However, the school is inundated with requests to do so and it is impossible to actively support them all. The following policy has therefore been considered and introduced in January 2016

The school will annually choose five official causes, for which to raise funds. It is important for the Prep to support a charity on a national, local and international level. Each term will focus on one of these areas. All requests for help received by the school will be acknowledged, stating that the relevant information will be placed in a charity file to be considered as charities to support in the future. Pupils and staff may also ask for additional charities to be considered.

At times in the school year, there are some charity campaigns that are aimed to include, if not specifically targeted at, schools. Should the school wish to support these days then the funds raised will go to one of the give charities.

There is also a contingency plan should any global disasters occur.

We are also keen to ensure the children understand the meaning of the word 'charity.' It is important for the children to know that charity does not just involve raising money and where possible, we will be encouraging the children to help in the community.

It is our intention to form a stronger link between the Junior and Senior School. Where possible the chosen charities will be the same throughout the school.

### Overview of the Charity System

#### Autumn Term

- National charity focus.
- Whole school Christmas fundraiser
- Harvest appeal in year groups.
- Visits of pupils to charities ie choirs to Age UK centre

### Spring Term

We intend to keep the first half-term fundraising free in an effort to ensure we are not continuously appealing to the parents' pockets.

- Local charity focus ( 2 year commitment)
- Class/house/form challenge.
- End of term Spring walk

### Summer Term

- International charity focus
- Prep Idol
- SEP

## **Chosen Charities 2015/2016**

### **National Charity Autumn Term: Salvation Army**

A family focused charity is fitting with the Christmas spirit. All proceeds from fundraising goes to the Salvation Army.

Activities such as Christmas cards can be changed for Calendars and tea towels etc. In a similar fashion to the Junior School toy appeal, the Senior School create hampers where they are encouraged to tailor the hampers specifically for a particular family.

- Provides a strong whole school link with the Junior School.
- Relatively local and relevant for the school. (New Addington)
- Great family work.
- Encourages children to actually think and match their charity to a particular family.

### **A Local Charity Spring Term: Demelza Hospice 2015-17**

This charity changes on a two yearly basis. The charity is open to pupil/parental suggestion. E.g. Bob's cousin suffers with Prader-Willi syndrome. We would raise money for his care company.

This creates a real relevance and reason for children as well as faring well with parents. It creates a personal, passionate connection that will inspire.

It could also being a great advert in local magazines and marketing places.

The spring walk would be dedicated solely to the chosen charity. A Saturday nearing the Easter holidays where families can enjoy a sponsored walk, dress in house colours and return to the Prep for a BBQ would create a large sum of money. It would also create a yearly tradition that would fit the Way Of Life.

The method of selecting which charity we choose to support each year will be based upon nominations and then a final vote between the few successful nominees.

### **Demelza Hospice Care for Children**

Demelza Hospice Care for Children, 'Adding life to days when days cannot be added to life'.

Demelza's aim is to make every day special for the children in their care, creating memories that families can treasure. They have hospices in Kent and Eltham in London as well as a team of community nurses who provide home hospice care for families in East Sussex.

They help families with planned short breaks, symptom control, end-of-life care, bereavement support therapies, family support and emergency respite. Their hospices include a multi-sensory room, hydro-therapy pool, soft play area, art room, music therapy room and a zone for young adults.

### **International Charity Summer Term: We See Hope and Haller**

#### **We see hope**

We shall continue to support the charity We See Hope with the great work they do with AIDS orphans in Africa. We shall do this via the SEP project, which will continue to be undertaken by our Form 8 pupils in the summer term. They will be guided by Nik Pears (who is head of our Junior School and who has worked with We See Hope) and by Donald Smith, as well as by other staff and local business figures.  
*See appendix 1 for further details.*

**The SEP** is a groundbreaking initiative developed here at Sevenoaks Prep that has now been running for over 10yrs. It is a scheme which combines enterprise education with social responsibility by encouraging pupils to set up and develop their own small businesses with profits going to help support We See Hope in their work amongst children in Africa, orphaned by HIV/AIDS.  
*See appendix 2 for further details.*

#### **Haller**

We already support the Haller foundation and have helped to build and maintain a school in Kenya. This is an ongoing commitment that the Prep has made and we look forward to seeing the continued difference our help can make. *See appendix 3 for further details.*

Prep Idol takes place in the first half of the Summer Term and is an annual fundraiser for our two adopted overseas charities, Haller and We See Hope The Form 8s run refreshment stalls and there is an auction, which raises money to be split between the two charities. The Social Entrepreneurs Project for Form 8 pupils runs in the second half of the Summer Term and all proceeds from these projects go to We See

Hope

### **Ongoing charities throughout the year: Age UK and Dandelion Time**

#### **Age UK**

Currently there are not any specific fundraising events proposed. However, to help the children understand that charity is not always money based, forms 7 and 8 could regularly visit the charity and help where needed. This may involve talking with the elderly etc. This will work in accordance with The Oak Award. The Junior school choir visit in the autumn term to sing for the local Age UK centre as part of the harvest festival celebrations. It has been discussed about extending this to the senior school.

Instead of a set term, it would be beneficial to have Age UK as an on-going yearly project – e.g. Forms 7 and 8 visit once a term. This could also be a positive for form 8 pupils applying for future schools.

- Provides a whole school link.
- Provides an insight to the full meaning of 'charity' for children.
- Ensures the children's involvement.
- Contributes to The Oak Award.

#### **Dandelion Time**

Dandelion Time – Dandelion provides a vital and indispensable service in assisting children and their families to find new ways through their difficulties. They are based in West Farleigh near Maidstone. Through Dandelion they will grow in confidence, and develop their sense of self-worth and awaken their creative potential. We want to see children reengage positively at school and at home. We would like to involve Form 7 in particular with this charity. Linking in with the Oak Award, Form 7 can go and spend some time at the Dandelion site and help with the day-to-day jobs.

#### **Disaster Fund For Emergency Use**

In order to be able to raise funds quickly, a plan of a non-school uniform day is in place so that funds raised are accessible to the cause at hand. Children will be asked to bring in a chosen amount.

#### **Assemblies**

Each term the relevant charity will be invited in to present an assembly to the school. This will inform the pupils about each charity and raise the profile of fundraising.

### **The Junior School**

The Junior School supports some regular charities through activities such as Harvest Festival and are at liberty to choose different causes and campaigns to those selected in the Senior School. This will be under the control of the Head of the Junior School. Where the Head of the Junior School feels uncomfortable in making a judgement then this should be referred to the other members of the MT for a decision. Every effort will be made though to approach fundraising as a unity.

### **School Reps**

The Reps (2 from each form) of the School Council meet on a half/termly basis. They are responsible for reporting any ideas of proposed local charities they would like to support. They provide the link back to pupils, voicing the meetings and ensuring pupils know what is expected. They are also heavily involved in the running of each event (where possible).

### **The Parents' Social Events Committee (SEC)**

Through some of its events and activities, the SEC raises funds that are donated to the charity supported that term

From time to time certain parents, independently from the SEC, organise events that are advertised for a specific charity that they individually support.

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Reviewed by:  
Katherine Hougham and Wendy Palmer  
January 2016

## **Appendix 1**

### ***Overview of the SEP Process at the Prep***

#### *January*

Members of the local Rotary group (Amherst) visit the school along with parent volunteers with specialist business skills to hold 'business workshop' tutorials. These introduce the children to basic business concepts, discussing ideas and the practicalities of implementing the enterprises. There is a general introduction to the pupils on the role of the SEP and its link to Hope and the relevance of the Rotarians being present and why they are willing to donate the seed capital for the pupils' business ventures. The pupils are then divided into small tutorial groups for the workshops. These involve four principles of business: initial concepts, logistics / planning, marketing and finance / accounting.

#### *February / March<sup>2</sup>*

Pupils will be assigned a member of staff to mentor them through the project. They may also take advice from friends and family and the school are able to contact the Rotary club on their behalf. Plans are formed and activities and events diarised. In order for this to happen the pupils will need to liaise with the school's finance team to negotiate costs for their overheads and with the administration team to coordinate events in the school diary. They will need to consider how they can grow their business from a somewhat conservative amount of just £10 per head.

#### *April / May<sup>2</sup>*

Members of the Amherst Rotary visit again for the official launch of the SEP. It is at this point that they donate the £10 per head seed capital. May also sees the first event for the Form 8 entrepreneurs to 'exploit' - the school's Prep Idol (battle of the bands) concert. They set up merchandising stalls, etc.

#### *June*

Following the 13+ exams the SEP gets under way with the pre-organised programme of events and ventures established in the school diary.

#### *July*

The Form 8 entrepreneurs make presentations to 'real' businessmen about their enterprises from conception to implementation and state how much they have raised from their seed capital. In the past this has seen us invite representatives from Credite Suisse to the school and be invited to the boardroom of Barclays Capital's Canary Wharf offices and more recently we have been to present to Sevenoaks Amherst Rotary who sponsor the SEP.

<sup>2</sup>Also during these months visits from well known business people are programmed in to the Form 8 pupils' PSHE lessons so that they get a feel for real business ventures. For example Karen Millen told the students in 2006 how she had started out in fashion design, how her business grew into a worldwide enterprise from modest beginnings and how and why she eventually sold the business.

More information on the SEP and the information we provide for the children can be found on the Children's Area of the school's website.

## **Appendix 2**

### The Social Entrepreneurs Project (SEP) and We See Hope

Each pupil in Year 8 is given £10 seed capital and the challenge of turning it into £100 or more. Working in much the same way as traditional business entrepreneurs (using initiative, creativity and all resources at their disposal) they set about exploiting a target market, with the intent of making as much profit as possible!

Working in small groups, pairs or as individuals, students are encouraged to put together simple business plans, keep accounts and document the progress they make. Along the way, pupils are given expert business advice from visiting speakers and take part in business workshops organised by our local Amherst Rotary, who also generously provide the seed capital.

Through the SEP pupils are given an invaluable opportunity to learn and develop a whole range of skills associated with running a business: the management of people, time and resources as well as developing their communication skills.

OFSTED, the government's official inspector of schools commented that: "**Pupils make an outstanding contribution, both to the community and their own future economic well-being, through their involvement in the Social Entrepreneurs Project.**"

The SEP has gained support from people in the world of business and education and has two notable Patrons in the form of **Clare Connor** (Former England Women's Cricket Captain) and **Lewis Moody** (England and British Lions Rugby).

Whilst the Social Entrepreneurs Project has captured the imagination and attention of schools around the country, The Prep continues to be a 'beacon' for the project, leading the way in terms of innovation and effective business ideas.

Through the work of our young social entrepreneurs, literally tens of thousands of



pounds has been generated for We See Hope, through a myriad of business ideas. This money has made a significant difference in the lives of hundreds of children as we have been able to help fund several projects across Africa.

Pupils have had a lot of fun engaging in the SEP and have learnt valuable skills to help them for the future; recent power-point presentations to investment bankers at Barclays Capital have proved educationally rewarding experiences. No doubt the Prep's SEP pupils will continue to astound with their creativity and resourcefulness.

### **Appendix 3**

**The Haller Foundation** was established as a charity in 2004, after Louise Piper (founding director) met Dr Rene Haller, a land rehabilitation expert and an inspirational pioneering force in Kenya. Haller takes a unique approach to community development through its belief that the economy and the environment should always be in balance if communities are to be truly self-sufficient. This ensures that they don't help a community through one problem only to find that it is held back by another.

In 2008, when bringing in its new school uniform, Sevenoaks Prep donated the old clothing to the Haller Foundation to see if it could make use of them in Kenya. As a result, school dresses and football shirts were flown out to Kenya, free of charge by British Airways. Later, we received some amazing photographs of the smiling children of a small Kenyan community wearing our uniforms and became determined to get involved further.

We decided to try to raise money to build a school. Education is "free" in Kenya but parents must pay for uniform, books and the children often have to walk for hours to the local school. Most Government schools are ill equipped at best and nonexistent in remote areas. Often there will be 800 children crammed into a few classrooms with no desks or books and sharing a single toilet. In January 2009 we started an appeal to "build-a-school". Haller identified a remote community that needed our help, that of Mdengerekeni about 20km north of Mombassa.

To make the goal of building a school and education outreach centre more manageable, we split the costs into their component parts (walls, floors, water butts) and made a 'totaliser' to enable the children, teachers and parents to monitor progress towards the target. We raised an amazing £10,000 through a number of fundraising events and sponsorship.

The foundations of the school were started in late June and by September 2009 the structure of the school and outreach centre were built. The guttering, water butts and desks and chairs were added next. The school is solar powered and equipped with desks and chairs. The first children were welcomed to the school in January 2010.

Water butts now provide adequate water for drink and crops, enabling the children

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to attend school rather than having to fetch and carry water (previously a 4 hour round trip). And, it's not only the children who are educated. Haller provides environmental lessons at the school to teach both parents and children how plants grow and how to become self-sufficient.

This is a long-term commitment and Sevenoaks Prep continues to raise money to help maintain the school in Mdengerekeni and to pay its teachers.

Working closely with the Haller Foundation, staff and parents at Sevenoaks Prep launched an appeal to support the community in Mdengerekeni - The Lime Green Lace Appeal. Now run by Haller, the Lime Green Lace Appeal encourages schools in the UK to take part in fun and educational fundraising activities to help children in Kenya.

An educational pack can be ordered by schools wishing to start their own mini campaign through Haller's web site [www.haller.org.uk/lime-green-lace/](http://www.haller.org.uk/lime-green-lace/)

This information can be found on the school's website in the About Us area and following the charities and Haller links. For more please visit [www.haller.org.uk](http://www.haller.org.uk)

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