

# FUNDRAISING POLICY

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Gayhurst School is a charity registered with the Charity Commission for England and Wales. Our charity number is 298869 and we follow the Fundraising Regulator's Code of Practice.

Gayhurst School values the generosity of its benefactors and wishes to clearly demonstrate this with integrity and accountability.

The Governors, Head and other senior leaders undertake to treat all donations, gifts and bequests with the highest level of care and respect in support of the charitable aims of Gayhurst School.

We welcome support from individuals, foundations and organisations and would be delighted to discuss ways in which relationships may be fostered with potential benefactors. If you would like to discuss any aspect of the Fundraising Policy or other matters concerning fundraising activity at Gayhurst School, please contact the Development Manager.

## Why we fundraise

As well as our ongoing commitment to improving the school's facilities, we are also committed to providing transformational opportunities, through financial support and bursaries, to a number of pupils who would benefit from a Gayhurst education who would not otherwise have the opportunity. You can find out more about our fundraising plans via our website.

## Legacies

Gayhurst School has been fortunate to have received gifts through legacy pledges throughout our history. All fundraising activities regarding legacies will comply with section 15 of the Code of Fundraising Practice by the Fundraising Regulator.

- When seeking legacy pledges, fundraisers will be clear that the communications are not intended to be legal advice, and that potential legators should seek their own professional advice.
- Potential legators intending to leave a gift for specific and restricted purposes are encouraged to discuss their plans with the school.
- Where a legacy has been left for a particular purpose that the school cannot fulfil, the school will contact the legator's personal representatives before accepting the legacy, and will consult external organisations where appropriate.
- Irrespective of when the legacy pledge was made, legacy gifts will be accepted under the terms of the Donor Charter in existence and the time of receipt.
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## Gift Aid

Gift Aid is a tax relief allowing UK Charities to reclaim an extra 25% in tax on every eligible donation made by a UK taxpayer.

When you support Gayhurst School, you'll be asked to confirm whether you are a UK taxpayer. Please note that Gift Aid can only be claimed on donations made by individuals

who pay UK income or capital gains tax at a rate at least equal to the amount reclaimed on their donations in the current tax year. If in doubt, please contact the [Development Office](#).

Your Gift Aid declaration will stay on file should you choose to support us again. If your circumstances change, please contact the [Development Office](#) so that we can update our records.

We will not claim Gift Aid when:

- You are making a donation in return for tickets, goods or services. This is because they are not freewill gifts - you are getting something in return for your donation. If a donation has been incorrectly marked as eligible for Gift Aid, we will not include it in our claim.
- You make a donation on behalf of someone else or a group of people. For example, if a friend gives you £10 which you donate using your details. Even if your friend is a UK taxpayer, the donation is not eligible because HMRC needs to know the details of the person actually contributing the funds.
- Making a donation on behalf of a company. You can only make Gift Aid declarations on your own taxpayer status when spending your own money. However, a company can claim tax relief on the donation when donating directly to the charity.

Not every donation is eligible for Gift Aid. To remain in line with HMRC guidelines, you may notice that we remove Gift Aid from your donation retrospectively when it is not eligible.

If you pay tax at a higher rate, you can reclaim tax relief on your gross donation at 20% (i.e. the difference between the higher rate of tax at 40% and the basic rate at 20%)

The Gift Aid scheme is unique to the UK. If you are not a UK taxpayer, you can still support us but your donation will not be eligible for Gift Aid. A person living overseas can still claim Gift Aid provided that they are a UK taxpayer and satisfy the Gift Aid declaration process.

## **Anti-Bribery**

The School is committed to complying with the Bribery Act 2010 in its business activities in the UK and overseas. The school will not tolerate any form of bribery by, or of school staff and/or associated persons. The school conducts all its business activities fairly, independently, honestly and with integrity and expects school staff and associated persons to act accordingly.

The school prohibits employees or associated persons from offering, promising, giving, soliciting or accepting any bribe. The bribe might be cash, a gift or other inducement to, or from any person or organisation. The bribe might be made to ensure that a person or the school improperly performs duties of functions (for example, by not acting impartially or in good faith or in accordance with their position of trust) to gain any commercial, contractual or regulatory advantage for the organisation in either obtaining or maintaining school business, or to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

## **Data Protection**

The Development Office will comply with all relevant legislation, including the UK GDPR, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003, so that it does not obtain, process, store, sell or pass on any data unlawfully.

The information created in accordance with this policy may contain personal data. The school's use of personal data will be in accordance with the Data Protection laws. Our privacy notices can be found on [our website](#).

## Complaints Procedure

We are registered with the Fundraising Regulator and we are committed to best practice in fundraising. It is our aim that everyone who supports Gayhurst School will have a positive experience, however, we recognise that this may not always be the case and there may be an occasion when you wish to make a complaint.

If you believe that we have not complied with this policy or are in breach of the Code of Fundraising Practice as outlined by the Fundraising Regulator, please follow the steps below. Complaints may be made by anyone who has a concern including current or potential donors, staff and volunteers.

In the first instance, please contact our Development Manager, Amy Cronin: [acronin@gayhurstschool.co.uk](mailto:acronin@gayhurstschool.co.uk), Gayhurst School, Bull Lane, Gerrards Cross, Buckinghamshire, SL9 8RJ, 01753 882690.

Complaints about the Development Manager should be addressed to the Head, [head@gayhurstschool.co.uk](mailto:head@gayhurstschool.co.uk).

The Fundraising Regulator recommends that you raise a complaint within 12 weeks. All complaints received will be dealt with sensitively and confidentially with details only shared with those who need to know for investigation purposes.

Throughout the complaints procedure we will treat you fairly and with respect, keep you informed of progress, and let you know how to escalate a complaint if you wish to pursue it further. We will also consider if the complaint needs to be reported externally by the school.

We aim to acknowledge all complaints within five working days and to resolve within 28 working days.

Your complaint will be fully investigated, and the outcome of our investigation will be communicated in writing within 28 days of receipt. If it is not possible to give a response within that time, we will contact you to explain why and to provide an indication of when a full response can be expected.

If you are not satisfied with our response, please revert to the school's Complaints Policy which can be found [here](#).

If you are still not satisfied with our outcome, you are entitled to make a complaint to the Fundraising Regulator. The Fundraising Regulator is the independent regulator of charitable fundraising in the UK. It sets and promotes standards for fundraising practice and adjudicates complaints from the public about fundraising where these cannot be resolved by the charities themselves. [Make a complaint | Fundraising Regulator](#)