

CHARITY DONATION POLICY

Date of policy review:	September 2026
Date for Review:	September 2027
Lead for Review:	Headteacher

Purpose

At the end of each academic term / year, Guildhouse School encourages the donation of suitable items to local charities as part of our commitment to community engagement, environmental responsibility, and student education around global citizenship. This policy outlines the process for donations made during these occasions and the summer boarding house close-down.

Scope

This policy applies to all Guildhouse School staff and students throughout the year.

Donation Procedure

1. Donation Stations

- o Clearly marked charity donation stations will be set up in the boarding house at the start of the summer close-down period.
- o Students and staff are encouraged to donate clean, usable items such as clothing, shoes, stationery, books, and unopened toiletries.

2. Collection & Sorting

- o All donations will be collected and sorted by the Boarding Leadership Team.
- o Items will be assessed for suitability and grouped for distribution to local, pre-approved charity partners.

3. Distribution

- o The Boarding Leadership Team will coordinate with local charities to ensure timely and appropriate distribution of all donated items.

Important Guidelines

- **No Staff Collection from Donation Stations:**
Staff are not permitted to take any items directly from any donation station. This ensures full transparency and fairness in the donation process.

- **Staff Requests for Items:**

If a staff member identifies a potential use for a donated item (e.g., for school projects, community work), a formal request must be submitted to boarding management. Final decisions rest with the Headteacher.

- **Student Education and Involvement:**

Students are encouraged to take part in the donation process as part of their development in global awareness and responsibility. Houseparents may facilitate discussions or mini-sessions around the value and impact of charitable giving.

Monitoring and Review

This policy will be reviewed annually by the school's leadership team to ensure it remains effective and reflective of community needs.



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