

Our Lady and St Patrick's College, Knock



Charity Policy

Policy Details

| Legal Status | Adopted | Version Date | Last Review | Next Review | Responsible |
|---------------|---------------------------|--------------|-------------|-------------|-------------|
| Non-Statutory | 3 rd June 2026 | June 2026 | June 2023 | June 2029 | Ms McCarthy |

Related Documents and Location

1. School Development Plan
2. Pastoral Care Policy
3. Conflict of Interest Policy

Contents

| | | |
|----|--|----------|
| 1. | Rationale | Page 3 |
| 2. | Aims | Page 3 |
| 3. | Roles and Responsibilities | Page 3 |
| 4. | Charity Events | Page 3 |
| 5. | Organising an Event | Page 3-4 |
| 6. | College PTA | Page 4 |
| 7. | Annual Report | Page 4 |
| 8. | How to Raise a Concern or Make a Complaint about the Administration of this Policy | Page 4 |

1. Rationale

In keeping with our Catholic ethos, Our Lady and St Patrick's College, Knock is committed to helping others, particularly in times of need. We recognise the importance of fund-raising to enhance and enrich the school learning environment and in promoting our students' involvement in the local, national and international communities. In line with the College's Mission Statement, fund-raising provides students with the opportunity to work together as "a supportive Christian community", "to play an active and responsible role in society" and "to use their talents for the service of others".

2. Aims

1. To enhance and enrich the school learning environment.
2. To provide students with the opportunity to work together as a supportive Christian and Catholic community.
3. To promote initiative and leadership skills within the student body.
4. To encourage students to play an active and responsible role in society.
5. To promote the use of students' talents for the service of others.

3. Roles and Responsibilities

Mrs Kerrie Branagan (Charity Coordinator) is responsible for coordinating College fund-raising activities. All students and staff are encouraged to participate in College events, taking a lead role where appropriate. Tutors have a particular responsibility for working with their respective tutor group to promote major annual fund-raising events.

4. Charity Events

The College promotes three major* annual fund-raising events which involve the majority of the student body. These charities are given priority and it is expected that no other fund-raising events should be arranged during these key times. The College is also committed to assisting others in the event of a major international disaster by holding a one-off collection. Charities should be chosen which are shown to spend as little as possible on administration with the vast percentage of funds raised going directly on action.

| Month | Event | Charity |
|-------------------|------------------------------------|----------------------|
| September/October | Minor events | Habitat for Humanity |
| October | Junior School Sponsored Walk* | Fr Tony Coney, Peru |
| November/December | Christmas Hampers/Non-uniform Day* | St Vincent de Paul |
| March/April | Lenten Campaign/Non-uniform Day* | Trócaire |

Other minor fund-raising events may take place in September, January, February or May and will be limited to supporting a maximum of three approved charities.

5. Organising an Event

Staff and students are required to liaise with Mrs Branagan well in advance of any proposed fund-raising event. Initial information should include details of the proposed activity and the name of the charity which will benefit from any funds raised. Care must be taken to ensure that nominated charities use funds in keeping with the College's ethos, Mission Statement and Aims. When an event has been approved by Mrs Branagan (Charity Coordinator) and Ms McCarthy (Vice Principal), the teacher-in-charge should organise adult supervision of all fund-raising activities and liaise with the College Business Manager and Mitie staff

to book accommodation, transport, etc. After the event, the teacher-in-charge should promptly inform Mrs Branagan of the proceeds raised and forward these to the respective charity via the College Business Manager's Office. Collected funds must be accurately recorded, accounted for and kept securely under lock at all times. Events should be publicised via the College website, social media platforms and Communiqué.

6. College PTA

The College PTA was founded on the 15th June 2010 and became one of the first post-primary schools to gain charitable status on 28th August 2014, adopting the Model Constitution of PTA UK. Its vision is to create an Association which would bring together different sections of the school community with the common goal of providing 'Excellence through Care'. It is now an integral part of the College Community. All parents and members of the school community are encouraged to become involved.

The PTA promotes the Student Voice and encourages students to promote PTA events. Students act as a conduit between the PTA and parents, informing them about events. They also encourage their parents to join the PTA Committee. Our students also play an important role in ensuring the success of events by promoting and selling tickets.

7. Annual Report

In September, an annual report on College fund-raising activities for each academic year will be compiled by Mrs Branagan (Charity Coordinator) and forwarded to the Principal. Details will be included in the Annual Report to Parents.

8. How to Raise a Concern or Make a Complaint about the Administration of this Policy

If you have a concern or complaint about the administration of this policy please contact Ms McCarthy, Vice Principal, in the first instance. If necessary, you may then access and follow the College's Complaints Procedure which is available on the College website at www.knock.co.uk. Should you remain dissatisfied with the College's response after completing the internal complaints procedure, you can bring your complaint to the Northern Ireland Public Services Ombudsman within six months. Contact details for the Northern Ireland Public Services Ombudsman are provided on Page 8 of the Complaints Procedure.

Signed: Mr Leo O'Reilly
(Chairperson of Board of Governors)

Date: 3rd June 2026

Signed: Miss Deborah McLaughlin
(Principal)

Date: 3rd June 2026