



## **Fundraising Policy**

### 1. Donor Charter

Tudor Hall has a history of philanthropy and continues to benefit from the generous gifts of its alumnae and friends to this day. Such generosity enables the School to pursue its core mission, ensuring the School can provide bursaries to deserving girls and enabling us to enhance our facilities for the benefit of our pupils and the wider community.

The Governors, Headmistress and leadership team are deeply grateful to all donors for their generous support and are dedicated to treating donors with the highest level of care and respect; honouring their wishes, maintaining good relationships and using all gifts responsibly.

We commit to:

- Keep donors informed of how Tudor Hall intends to use their gift
- Use all donations effectively and as intended by the donor where possible or in a responsible manner as best fits the priorities of the School
- Invest and use donations wisely and appropriately, in the long-term interest of the School
- Provide prompt and honest answers to any enquiries from donors and candid information on work they have supported
- Promptly and appropriately acknowledge, recognise, and publicise donations in accordance with the donor's wishes respecting any request for anonymity
- Respect donors' rights to privacy and confidentiality
- Keep donors informed of the impact of their philanthropy and the School's evolving needs and priorities
- Remove donor details from the School's fundraising database or limit the number/type of solicitations on request

Donations are accepted on the understanding that donors will have no influence over:

- The School's admissions process
- The strategic direction of the School

Nor will any gift affect academic records or have any bearing on any dispute that might arise between a pupil and the School about the outcome of her studies or about her conduct.

As Tudor Hall is committed to the highest standards of integrity and to academic excellence, no gift will be accepted if a condition of such acceptance would compromise these fundamental principles.

## 2. Fundraising Code of Practice

Tudor Hall School is a charity registered with the UK's Charity Commission, number 1042783. The School seeks to raise funds to support its charitable objectives and is committed to implementing best practice in all its fundraising activities.

Tudor Hall only solicits support from individuals who have a pre-existing relationship with the School (current and former parents, alumnae, current and former staff, and other friends of Tudor) or from individuals or organisations who have been identified as having a potential interest in supporting a specific initiative or project.

The School employs a range of direct solicitation methods which include face to face meetings, direct mail, email and social media. Our website and other School publications also provide information about how and why people might support Tudor by making a donation.

Anyone who notifies the Development Office that they no longer wish to be approached to support the School is immediately excluded from future solicitations.

All gifts given for a restricted purpose will be used solely for the purpose agreed between the donor and the School. In the event that in the future, it becomes impossible for the donation to serve the specific purpose for which it was created, the School will discuss this with the donor to find a resolution. Any unrestricted gifts are spent at the School's discretion and will be used to fund the area of greatest immediate need. The School may decide to refuse the offer of a donation if it does not align to the Gift Acceptance Policy. Where appropriate a formal Gift Agreement will be provided outlining the purpose of the gift and the payment schedule.

The School is committed to reclaiming Gift Aid on all donations which meet HMRC guidance, where a Gift Aid declaration has been made. To that end, every acknowledgement letter serves as a receipt for tax purposes. On request by a donor, a detailed schedule of annual donations can be provided to assist with income tax returns.

Tudor Hall is committed to the public and private recognition of its donors where it is desired. Each donor can expect to receive a formal and personalised letter of acknowledgement from the Headmistress or the Development Office. Subject to each donor's consent, donor names may be listed in annual publications such as the Annual Report or Donor Report. Major donors are given the opportunity of having their name on the School's Donor Boards. Other forms of recognition are offered in line with the value of the gift. All requests for anonymity both external and internal will be respected.

The fundraising programme is wholly funded by the School. Paid fundraisers are compensated by a salary and are not paid commission or finders' fees on the sums raised.

We use research techniques to ensure our communications are relevant and timely, allowing us to target our resources effectively. Our research may use information from third party sources within the public domain.

Personal data is processed fairly and lawfully. As far as possible, personal data is accurate, kept up to date and processed in accordance with the rights of data subjects. All alumnae and donor data are held securely on the Development Office database, InTouch. The database is password protected and only those who need to see financial data have the

relevant permissions to do so. (See [Data Protection Policy](#), [Privacy Policy](#) and [Privacy Policy – Alumnae](#)).

Tudor Hall School is registered with the Fundraising Regulator. We are committed to best practice and take all complaints seriously. If you have a concern or complaint about the School's fundraising, you can contact the Development Office:

- Tel: 01295 756287
- Email: [development@tudorhallschool.com](mailto:development@tudorhallschool.com)
- Address: Tudor Hall School, Wykham Park, Banbury OX16 9UR

### 3. Gift Acceptance Policy

Tudor Hall welcomes and actively seeks philanthropic gifts to support its work in accordance with the guidelines of the Fundraising Regulator.

The School is extremely grateful for all support it receives. The School however reserves the right to decline a donation if:

- It does not align with the School's strategic mission and/or isn't in keeping with its values
- There is credible evidence that it has derived from illegal or unethical activity
- It has potential to cause damage to the School's reputation
- It creates unacceptable conflicts of interest
- The terms and conditions are inconsistent with good practice

The School will follow a 'due diligence' process for any gift which has a controversial dimension or where the total value of the donation is equal to or greater than £250,000 (or £100,000 for gifts from individuals based overseas). Such due diligence process to be overseen by the Development Committee.

Donations must be freely given with no expectation of anything in return other than due thanks and recognition. Gifts will not be accepted as part of the Admissions' process or to off-set fees. The decision of a parent to make or not make a gift to the School will have no bearing on the opportunities open to an individual pupil.