

Holmer Green Junior School Association

Registered Charity: 1020593



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HGJSA Policies and Procedures

Introduction

Welcome to Holmer Green Junior School Association. This policy and procedure has been compiled by the HGJSA for its members, active committee members, and Trustees. It explains how the Association operates, including safety and procedural policies required for registered charities.

If you have any questions, please contact one of the committee members (Co-Chairs, Treasurer, or Secretary) via the school office or speak to a member of school staff.

Why do we have an Association?

The HGJSA has long been an integral part of our school community. Over the years, it has raised thousands of pounds to provide equipment, resources, and experiences that enrich our children's education and improve school facilities.

The Association is about more than fundraising. It builds closer links between home and school, bringing staff, parents, and friends together socially in support of the school. All families automatically become members when their child joins Holmer Green Junior School.

We are mindful of the ethos and diversity of our school and plan events that respect this. Not all events are fundraisers — some are designed simply to give children extra opportunities and enjoyable experiences.

A Message from the Headteacher

The HGJSA is essential to our school. All parents and carers are members, and everyone's contribution is valued. Financial support has enabled us to invest in technology, playground equipment, and curriculum resources that would otherwise take years to fund. Social events also strengthen our community, showing children the united effort of parents and staff working together. The teaching staff, Governing Body and everyone at Holmer Green Junior School deeply value your support.

Charitable Status

As a registered charity, HGJSA must abide by Charity Commission rules and regulations. Our constitution sets out how we operate and manage finances. Being a charity enables us to:

- Receive donations from local and national companies
 - Apply for grants from charitable trusts
 - Benefit from payroll giving and company matched giving schemes
 - Claim Gift Aid
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Links with Local Businesses

We are fortunate to have strong links with the Holmer Green and High Wycombe community. Local shops and businesses generously donate raffle prizes, auction items, and sponsorship. Company matched giving schemes have also boosted our fundraising significantly.

Role of the Committee

Our committee consists of four Officers — Co-Chairs, Treasurer, and Secretary — who are Trustees, plus at least three other members. Smaller working groups form as needed to plan larger events.

Annual General Meeting (AGM)

Held in the autumn term, the AGM allows parents to hear about HGJSA's work, events, funds raised, and spending. It is also when new committee members are elected.

Support from Parentkind

HGJSA is a member of Parentkind, a national charity supporting PTAs. Membership provides insurance for events, advice, fundraising ideas, and best practice guidance.

How We Raise Money

Popular HGJSA events include:

- Christmas by the Common
- Music on the Common
- School Discos
- Fireworks display
- Sponsored events for the children

We also welcome donations of time, money, raffle prizes, auction items, or services. Gift Aid is available to boost donations.

How We Spend the Money

Funds are banked immediately after events. Spending decisions are agreed at Trustee meetings, often following consultation with staff and pupils. HGJSA funds are used for “extras” not covered by the school budget, ensuring all children benefit. Purchases often align with the School Development Plan.

Gift Aid

If you are a UK taxpayer, HGJSA can claim 25p for every £1 donated (current HMRC rate). Forms are available at events and via the school office.

Company Matched Giving

Many employers support matched giving schemes, doubling the impact of fundraising. Please check with your employer and speak to a committee member if you’d like to participate.

Communication

We share information through:

- School emails and letters
 - HGJSA notice board by the school entrance
 - Text messages via school systems
 - HGJSA Facebook page
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How You Can Get Involved

Support can be as simple as helping at events, wrapping gifts, or preparing raffle tickets. You can also volunteer as a committee member, attend the AGM, or share fundraising ideas. Skills, contacts, and donations are always welcome. Other ways of supporting include taking part in the School Lottery of which all funds raised go towards buying new books for the school.

Equality and Diversity Policy

The Holmer Green Junior School Association (HGJSA) is committed to promoting equality, diversity, and inclusion in all aspects of its work. We believe that every member of our school community — children, parents, carers, staff, and volunteers — should feel valued, respected, and supported.

Our commitments:

- We welcome participation from all families, regardless of race, religion, gender, sexual orientation, disability, age, or socio-economic background.
 - We actively encourage diversity in our committee membership and volunteer base, recognising the strength that comes from different perspectives and experiences.
 - We ensure that all HGJSA events and communications are accessible and inclusive, making reasonable adjustments where needed.
 - We will challenge discrimination, prejudice, or harassment in any form, and take appropriate action to maintain a safe and respectful environment.
 - We work in partnership with Holmer Green Junior School to uphold its Equality Policy and embed these values in our fundraising and community activities.
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Safeguarding Children and Vulnerable Adults

The safety and wellbeing of children and vulnerable adults is paramount at all HGJSA activities. We recognise our duty of care and take safeguarding seriously in every event we organise.

Key principles:

- All HGJSA Trustees, committee members, and active volunteers are required to hold an enhanced DBS check with barred list clearance.
 - A safeguarding risk assessment is completed and approved by the school prior to each event, covering health & safety, supervision levels, and first aid arrangements.
 - The Designated Safeguarding Lead (DSL) for Holmer Green Junior School is identified at every event, and HGJSA members are briefed on who to contact if concerns arise.
 - Any safeguarding concerns must be reported immediately to the HGJSA Chairs and the school DSL. Confidentiality will be respected, and support offered where needed.
 - First Aid provision is included in all event planning. If a child or vulnerable adult becomes unwell or injured, HGJSA volunteers will liaise with school staff and parents/carers to ensure appropriate care.
 - HGJSA members and volunteers must follow school safeguarding procedures when visiting during the school day, including signing in at the office and wearing visitor badges.
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Code of Conduct

HGJSA promotes a safe, respectful, and inclusive environment. Members are expected to treat each other with compassion, respect property, and ensure children's safety. Misbehaviour at events will be addressed promptly, with parents/carers responsible for their children's conduct.

Complaints Policy

Complaints about HGJSA should first be raised with the Chair/Co-Chairs. If unresolved, they may be referred to the Secretary/Treasurer or, if necessary, the Head of School. Most issues can be resolved quickly through open communication.

Closing Message

On behalf of all pupils, the HGJSA thanks you for your support. Your involvement enriches children's learning experiences and makes their time at Holmer Green Junior School enjoyable and memorable.
