

Protocol for pupils requesting sponsorship in school.

Goostrey Primary School will always endeavour to support pupils who are raising money for good and worthy causes.

If a pupil wants people in school to sponsor them then they will need to follow this protocol:

- The initial request for sponsorship should be sent, by an adult, to the Head teacher's email account.
head@goostrey.cheshire.sch.uk
- The request will need to state what the pupil is proposing to do and when this will be happening.
- If the Head teacher agrees then the adult will be asked to prepare a piece for the weekly newsletter. This will then go in the newsletter informing everyone about the event.
- An official sponsor form can then be brought into school and given to the Head teacher. The Head teacher will then pass it on to the class teacher who will discuss it with the class. Alternatively the money may go through an online sponsorship site (Justgiving)
- Classes will know about the sponsorship request through an assembly and the newsletter.
- Pupils and staff will approach the pupil concerned if they wish to sponsor them. The class teacher will ensure the sponsorship form is kept properly.
- Pupils should not approach children or adults in school time requesting sponsorship.