



Education & Cultural Services

Policy: Collections and Trading in Schools

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1. Introduction

Schools are occasionally approached by charitable and commercial organisations for co-operation in promoting specific projects. Head Teachers should note the following policy in considering how to respond to these contacts.

2. Collections

The collection of money from children for any purpose is prohibited. Permission may, however, be granted to undertake projects or sponsored activities on a group basis for charities at the Head Teacher's discretion. Where a Head Teacher's permission is granted, the approval from parents for their child's participation must also be obtained.

3. Trading

- 3.1 The buying or selling of any article in or through the medium of the school is prohibited with the following exceptions:
- the taking and sale of individual and class or school photographs
 - the sale of refreshments through tuck shops for the benefit of school funds
 - the sale of books
- 3.2 The exceptions may be operated at the discretion of the Head Teacher subject to the proviso that arrangements for photographs and the sale of books allow parents to indicate whether or not their children are to participate. In the case of books, Head Teachers should ensure that the books offered are appropriate to the stage the pupil has attained and that pupils avoid being involved in fringe marketing activities related to book clubs, etc.

4. Authorisation

The Authority does not authorise individuals, groups or organisations to promote commercial activities to pupils. Instances of anyone claiming to have such authorisation should be reported to the Support Services Manager (☎01506 776062 or email brian.innes@westlothian.gov.uk).