



DOWNE HOUSE SUPPORTER CHARTER

It is our aim to ensure that Downe House moves forward and remains at the forefront of boarding education. Our girls are preparing for an increasingly demanding future and, together with the Governors and staff, we want them to have the very best preparation for life and the maximum range of opportunities, so that they can develop as rounded individuals and leave us ready to make a significant contribution to society.

It is also our hope and aspiration that Downe House should, as our Founder intended, continue to be a thriving community so that the girls benefit from strong parental involvement, the support of our alumnae and, of course, the highest calibre of staff.

Enhancing, expanding and developing our facilities in an ambitious but measured way makes up part of our plan. Downe House welcomes support from individuals, foundations and organisations and we would be delighted to discuss ways in which relationships may be fostered with potential supporters.

Downe House pledges to treat its supporters with the highest level of care and respect. The School has written this Supporter Charter to assure supporters of the integrity and accountability of its development programme.

We will:

- Protect vulnerable people and others from unreasonable intrusion on privacy, unreasonably persistent fundraising and undue pressure to donate.
- Use your gifts carefully and responsibly.
- Respect your wish to assign a gift to a particular aspect of our work.
- Be happy to discuss your giving plans and provide a school perspective before you donate.
- Use unrestricted gifts for such purposes as the School judges will best advance its priorities.
- Consider marking major gifts in more specific ways, by offering the supporter the opportunity to name a room, building or project.
- Offer appropriate and prompt acknowledgment, recognition, and publicity for your gift, and to respect anonymity, if requested and in these circumstances keep details of your gift confidential.
- Be happy to host visits to the school for existing or prospective supporters.
- Keep you informed about the impact of your gift and about the School's evolving needs and priorities through reports, on the website and with occasional newsletters.
- Offer membership to the Palmer Society to those people who pledge support in the form of a legacy.
- Ensure that your personal details and gifts are kept secure, and never share your personal data with other organisations.
- Publish a list of new supporters each year in Development publications (excluding those who wish to remain anonymous).
- Ensure that all our activities are open and fair, honest and legal.
- Acknowledge any queries promptly.
- Give access to the School's most recent published financial accounts.
- Inform you whether those seeking gifts are volunteers or employees of the School.

If you would like to discuss any aspect of the Supporter Charter or other matters concerning the Downe House development programme, please contact: Mrs Michelle Scott, Assistant Headmistress (Foundation). Downe House reserves the right to refuse gifts.