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| Charity Name | Out & About |
| Registered Charity Number | 1045032 |
| Principal Address | Out & About C/O Riverside School, Wood Green ILC White Hart Lane London N22 5QJ |
| Treasurer/Secretary | Jenni Patten |
| Trustees | Marc Kirby Michelle Beekharry Ryan McClelland Janeta Guarnieri Kate Davis |
| Name of chief executive or names of other senior staff | Kelly Whiting |
| Type of governing document | Constitution |
| About Out & About Charity | <p>Out & About Charity is based in Haringey. We work directly with Riverside School to raise funds to subsidise the overall cost of day trips, and residential school journeys to enable students to attend.</p> <p>Riverside School is a secondary special school. Riverside students experience a wide range of general, complex, severe and profound and multiple learning difficulties, and many have emotional, language and communication needs. Nearly two-thirds of our school student population have a diagnosis of Autism. The day trips and residential that Out & About subsidises, enhance the development of the educational, social and independence skills of Riverside students.</p> <p>The majority of Riverside School students are from families of low income.</p> <p>Out and About supports families by providing respite when students attend residential.</p> <p>During years 2020 and 2021 Residential trips to Macaroni Woods and Slovenia were halted due to the COVID-19 Pandemic. Similarly there were very minimal request for Out and About funding for day trips and activities.</p> <p>During this period O&A continued to receive monthly donations from our regular contributor however, no active fundraising took place. O&A did however receive a large sum donation in memory of an ex student who sadly passed away.</p> |
| Applying for funding from Out and About | <i>To apply for Out & About funds, Riverside School staff who lead the trips or activities, will make an application which is assessed by the Chair or Trustees.</i> |

To ensure that trips, activities and residentials are charitable and offered in a fair and equal way, the Chair and Trustees follow the same policies that Riverside School abide by including Equalities Scheme.

Out & About has contributed to the cost of purchasing tickets, admissions, entry fees, and to the overall cost of transport, accommodation and catering for the activities, trips and residentials.

After the day trips or residential school journeys has taken place we make an impact assessment to quality assure how this benefited our student/family community.

Each trip, residential and activity is budgeted including parental donations. Out and About subsidises remaining funds needed to meet the total cost.

How funds are monitored

The treasurer/secretary monitors funds by reconciling income and expenditure on a excel spreadsheet differentiating between restricted and unrestricted income. When the monthly bank statement is received the treasurer cross references the statement with the reconciled spreadsheet.

Parental donations are collected through a software package for accessible monitoring.

2021 – 2022 Charity Matters

Summary of trips and activities

| Trips/activities | No. of students attended | No. of staff supported |
|-------------------------|---------------------------------|-------------------------------|
| 7 | 43 | 29 |

Paradise Wildlife Park
 Southend (2 separate visits)
 Wellgate Farm (2 separate visits)
 Cinema & Nandos
 Victoria Park

Donations Received

O&A continues to receive the monthly donation of £30 from Ben Connor in memory of his father, previous Riverside Governor, Mick Connor.

O&A received a donation of £2000 raised in memory of a previous student Leonie Hewitt who sadly passed away last year. Leonie’s mother, ex Riverside teacher Jan Braithwaite, has requested that that each Riverside student must benefit from the donation. Both Leonie and Jan were very involved in local theatre. The £2000 is currently ringfenced and the trustees are consulting with the wider school community to plan an appropriate way to ensure that all students benefit while also ensuring that Leonie’s memory and Jan’s wishes are fulfilled.

O&A is awaiting funds raised by Riverside School students participating in Duke of Edinburgh fundraising events. These events will be held in June and July. Funds are being raised via sponsorship forms.

O&A is awaiting funds raised by trustee and Assistant Head, Marc Kirby. He is participating in a range of sporting events. Funds are being raised through our Just Giving charity page.

The parental contribution figure for end of year trips in July 2021 totalled £122.99.

Expenditure

From 2021 O&A acquired a debit card. This has enabled smoother transitions both in booking in advance and paying 'on the go' while groups are out and about. Students are directly benefitting as trip/event planning can be more flexible and creative now that funds are accessible daily. Prior to acquiring the debit card O&A was using the Riverside School charge card, following a process of reimbursement. We are glad that our systems are more streamline and efficient. Internet banking enables us to have a day to day handle on our transactions.

Expanding fundraising opportunities

O&A is focused on raising our visibility and increasing fundraising opportunities.

The following new steps have been taken;

- Just Giving Charity account and PayPal account has been set up and is active. This means that any one wanting to raise funds for O&A can set up their own Just Giving fundraising event and link it to our O&A charity directly. It also enables us to have a link on the Riverside website so donations can be made with ease.
- O&A now has a logo enhancing our visibility and branding.
- O&A has a launched a Website that is still under construction, this will enable us to direct potential donors to know who we are and what we hope to achieve. Again, this will enhance our visibility.
- We are placing donation boxes at a local pub.

The following steps are in planning;

- Setting up Gift Aid
- Putting Just Giving link banner on the Riverside Website
- Updating our fundraising pack email pack
- Sending the email pack to possibly donors
- Refresh the Thank You For Donating certificate
- Applying to Happy Days in preparation for Macaroni Woods 2023 Trip

Current Finances

Please find attached bank reconciliation for 2021/2022 and the document is set up in financial year. Currently the student account holds £3,506.88.