




School pack

A photograph of a woman and a young boy holding hands and looking out at a field of trees. The woman is on the left, wearing a light-colored sweater and glasses. The boy is on the right, wearing a dark hoodie. They are both looking towards the right side of the frame. The background is a soft-focus field of trees and grass.

Helping you to understand our
services, how we can support you
and how you can help your local
hospice

01527871051
primrosehospice.org
info@primrosehospice.org

Introduction to Primrose Hospice



Thank you for taking the time to read this pack.

We hope by the end of it you will have a greater understanding of Primrose Hospice: what we do; how we can support you and your pupils and in turn how you can support your local hospice.



Primrose Hospice is an independent charity based in Bromsgrove, offering care and advice to patients living with a life-limiting illness and supporting their families in the North East Worcestershire Area. We support families with either a Redditch or Bromsgrove GP.

We have a day hospice providing a range of support for patients; patients can also benefit from our nurse led clinics, physiotherapy and occupational therapy services, in addition to spiritual and emotional support.

Some clinics, including lymphoedema, are also hosted at the hospice.



Our family support service offers individualised support to our patients and their families, including a counselling service, group support, benefits advice, complementary therapy and a children's service.

As an independent charity, we rely on the support of our Community to help us raise the **£1.75million** needed each year for us to provide our services free to all who require them.



How we can support your school



Why support is needed

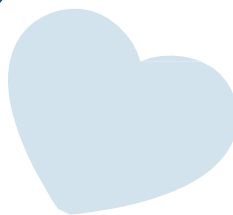
- Every **22 minutes** a parent of dependent children dies in the UK.
- Up to 70% of schools have a bereaved pupil on their roll at **any given time**.
- **92%** of young people will experience a significant bereavement **before the age of 16**

What support do we provide

- ♥ Support to children, young people and their families when there is a life-limiting, anticipated death within the family.
- ♥ Bereavement support for any child, young person and their family for ANY bereavement within the last 3 years.
- ♥ Advice and support for staff regarding a pupil's individual circumstances or training for staff around the topic of supporting a bereaved child.
- ♥ Bereavement support to children, young people and their families when a family member has been supported by our hospice; there is no time limit to this service.
- ♥ Support for your school, staff and pupils when there has been a bereavement within your community.
Visits to the Hospice to see the work we do.
- ♥ Volunteer opportunities.



What does our support look like?



How to make a referral

If you would like further information regarding our referral criteria or would like to make a referral please contact Primrose Hospice Coppice Centre on 01527 889799 and either speak to the receptionist or ask to speak to a member of the children's team.

To take a referral we would require the following information

Name of Child
DOB
Address
GP
Parent/Carer's name
Brief information regarding the child's situation
Referrer's details

Parents/carers must have consented to referral being made and ideally contact us themselves but we are able to take referral from professionals.

Once a referral is received we aim to make contact with the family within 10 working days to make an assessment at a convenient time for the family. We ideally meet with the child/young person with the family but happy to see them separately if they would prefer.

The assessment is done in a child appropriate way depending on their age. As a result of the assessment, and in consultation with the family, we decide whether they would suit one to one support, group support or whether no further support is needed at present.

Support can be offered at Primrose, in school or if appropriate in the family home.

How you can support us?

All of our services are free for you to access... however, there are plenty of ways to support us in return, whether that be by promoting and raising awareness of Primrose, attending events or fundraising to support us.

Our services cost **£1.75million**, we currently only receive 14% from the NHS for our services, therefore any support we receive is gratefully received.

Your support will help to ensure that we are able to continue to provide support and care free of charge to individuals and their families when they need it most.

Our fundraising team can work with your students on various fundraising activities. These include non school uniform days, wear yellow days through to Christmas fetes and sponsored walks. You can get your school together to fundraise for Primrose.

No amount is too small. Your support could be a small get together or a large-scale ball, a one time only occurrence or an annual event! Whatever you choose to do, we really appreciate your support and we will be here to help you along the way.

As well as the benefit to Primrose, giving back to services in the community has multiple educational benefits for pupils. These range from mathematical, team work, creativity, importance of community and charitable causes.

4,500 people per year benefit from our Hospice services.

£72 is the average cost per week for patient transport to and from the day hospice.

130 children are supported by our Family Support Services team each year.

£32 pays for two memory boxes for the children that we support to remember a loved one.

£250 pays for the essential patient oxygen supply at the day hospice for 6 months.

Trevor's tribe

Trevor



Meet Trevor, our family support dog at Primrose Hospice. His role is to make Primrose feel more homely. The children and young people we support particularly appreciate his presence and make them feel relaxed when they visit.

We have created Trevor's Tribe, a tribe to bring together all our young supporters and represent the young people we support.

How will it benefit your school?

Trevor's Tribe encourages your School to support Primrose and join the tribe of children and young people caring for their local hospice.

Fundraising encourages children to think of others. As well as supporting Primrose it can also increase self worth by giving children and young people a sense of achievement as well as many other skills such as planning, money management, team work and much more.



Join Trevor's tribe

Child Bereavement Week

Annually in November

Child Bereavement Week takes place every November. This is the perfect opportunity for you to show your support for Primrose and the services we provide. Fundraise for us with a wear yellow day and help raise the profile of Primrose.



Santa fun run

Annually in December

The Santa Fun Run takes place every year in December. Children under 16 pay £5 and they have the option to run 10k, 5k or 1k.

Lantern walk

Annually in February

Every year we hold a lantern walk in February. Join us at dusk to walk a beautiful route and help us light up the night sky.

Whether you are joining us to remember a loved one or just to enjoy a picturesque setting the evening is set to be magical.

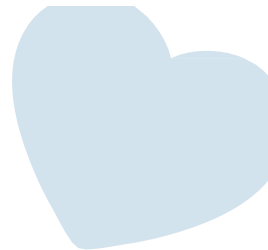


Pounds for Primrose

Annually in May

Every year during May we like to encourage everyone to raise at least £1 for Primrose. This can be in whatever capacity you wish. Every pound raised ensures we can continue to care for people with life-limiting illnesses in our community.

Trevor's tribe supporter stories



"My name is Lilly and I am 8 years old. I live with my Dad and my dog Rufus. My Auntie Rachel lives a few doors down and I have sleepovers there at weekends when Daddy has to go to work. He works as a paramedic in a prison, he works hard to make sure everyone stays as healthy as they can in prison and helps them when they are poorly.



Auntie Rachel is a Deputy Manager in a children's mental health team and helps the children she works with to feel better and happier. I am raising money to help Primrose Hospice because they helped look after Mummy when she was really ill with stomach cancer and helped us all when she went to the stars on New Year's Day 2017. This was the worst time of my life and when I knew mummy was going to die I felt so sad and didn't want her to die. A lady called Jenni and a lady called Heather helped me to understand more about cancer and helped me to learn more about death and what would happen to Mummy.



When Mummy died Jenni did some activities with me which I loved, I really enjoy art and crafts. We made a memory box to put all of my special memories of Mummy in. I met some other children who had lost people they loved that went to Primrose."

"Primrose have been brilliant with pupils at our school. So nurturing, compassionate and supportive. They are professional and punctual and we cannot thank them enough."

**Gemma Mckenna - Matchborough
First School Academy**

"Primrose support has been invaluable in enabling our students to process loss, grief in a kind, sensitive and caring way."

**Bridget Thomas - North Bromsgrove
High School**

Trevor's tasks

Below are some specific school fundraising ideas. We have found these work effectively to both enhance student's skills and help fundraise for Primrose.

Elf run

Organise a Christmas themed run. All children can take part and the distance can be decided by you - round your school playground, or a field and they pay to partake or get sponsored to complete it. Ensure everyone dresses elf themed! You could theme it around a story, or in the run up to Christmas as they learn about the role of the elves in helping Santa, they can help us.

Flourishing fivers

Flourishing Fivers is a great opportunity for local school students to take part in a business type challenge, helping to raise funds for Primrose Hospice. It encourages creativity and professionalism, as well as establishing a sense of social responsibility and awareness. Each student is given £5 which they then have to make "grow". How each student does this is their choice, whether they group together and combine their starting funds or want to go it alone, it is their choice.

Talent show

This can be a fun and interactive way to get all students involved or if you have a Textiles or Design class at your school it could be a project they undertake. Also, the fundraising opportunities here can be endless, you could charge entrance, have collection buckets or a raffle within the one event.

Primrose Princesses or Princes

This is an initiative which supports two charities. Children within your school with long hair, can choose to cut their hair, donate the hair to the Little Princess Trust who create wigs for children and young people with hair loss and then get sponsored to do so which can come to us here at the Primrose.

Sports day or sponsored race

On sports day each year, either have people pay £1 to take part, have buckets around the field for donations or have a sponsored race which is a Primrose Race and get people to donate to take part.

Quiz night

This can be done with either all the children in your school, for parents and children or just the parents. Quizzes are easy to put on and you could utilise the school assembly hall to hold it. You could then charge people to enter a team and hold a raffle to further fundraising efforts.

Sponsored event

A sponsored event is the easiest way to fundraise as the students can be sponsored for anything. This can be a great way to engage every student as they can come up with an idea they are sponsored for. We can provide as many sponsorship forms as is needed.

Christmas concert or pantomime

Depending on what you choose to put on at Christmas time, this can be a great and easy fundraiser. Simply displaying buckets at the beginning or end of your Christmas show and asking people to donate as they come in/out really raises funds.

Trace our Trevor

Included in this pack is our Trevor, one way to get young children involved could be to get them to colour in our Trevor outline and then they each pay a small fee to enter theirs into a competition.

Trevor's top fundraising ideas



- A** Abseil, afternoon tea, art & craft stall
- B** Bad hair, bad tie day, book sale
- C** Car washing, conker championship, chocolate ban, cake sale
- D** Disco, dress down day, danceathon, dog walking
- E** Easter egg hunt, egg hunting, egg and spoon race
- F** Face painting, fairs, fetes, football tournament, fun run
- G** Guess the..., game shows, gaming tournament, Give As You Live
- H** Halloween party, haircut, half-marathon, hair beading, hopscotch
- I** Indoor games, ice cream and movie night
- J** Jazz night, juggling, jewellery making
- K** Karaoke, kite-flying, knobbly knees competition
- L** Line dancing, lunch money donations, loud tie day
- M** Marathon, music night, magic show, music quiz
- N** Nature trails, name the face, non-uniform day
- O** Odd job day, obstacle course, odd clothes day
- P** Pamper day, picnic
- Q** Quiz night, quiet day, quest
- R** Race night, raffle, rugby match
- S** Sports day, swimathon, sack races
- T** Tea party, teddy bear picnic, tombola, treasure hunt
- U** Uniform free day, university challenge
- V** Valentines ball, variety show
- W** Walkathon, wear it backwards wheelbarrow races
- X** Xmas jumper day, X-factor competition, Xmas pantomime or play
- Y** Yogathon, yo-yo competition
- Z** Zip Wire, zumbathon

Trevor's timeline

1. Get in touch with us

Let us know what you are planning. Our fundraising team are here to support you every step of the way. The team run many events throughout the year, and we have a wealth of knowledge and ideas.

2. Choose your fundraiser

Once you have chosen your fundraising activity, either from our ideas or your own, think about what resources you need and what expenses you will have to make it a success.

3. Who is your audience?

Think about who you are trying to attract to your event. What makes them tick? What excites them? What type of venue would attract them? How many do you hope to invite? Be realistic, sometimes a big venue with a few people is worse than a crowded venue. But also be aware of maximum numbers.

4. When?

Think carefully about the dates and times. Make sure you don't clash with another event. Think about major sporting events, plays or concerts in your area. Give yourself enough time to plan and execute your plans. It would be better to delay an event than be rushed and not do it to your best ability.

5. What if it rains?

Sometimes things don't go as planned. Make sure you have a contingency plan for unfortunate hiccups.

6. How much?

Think about how to keep your costs to a minimum. See if you can get things for free. Maybe ask local businesses or individuals to contribute something in exchange for publicity. You could sell advertising in the programme or hold raffles. If you are sure you will get a return, it is sometimes worth spending money to gain money. Be realistic!

7. Detail

Think about the detail. Make sure you are not breaking any laws and you comply with any regulations before you publicise your event. More information on holding an event can be found on www.insitute-of-fundraising.org.uk

8. Advertise

Once you have confirmed all of the details for the event - ensure you advertise to all who you think would come. You could advertise in your school newsletter or via posters or the school website.

9. Learn

After the event, while it is still fresh in people's minds, ask for feedback and comments. Write down the positives and negatives so you are better prepared next time. Keep records of all your costs and who contributed as you may be able to call on their help again in the future.

10. Thank them

Nothing helps more than a thank you! If people feel appreciated they are more likely to help in the future.

Trevor's tips

However, you must ensure you do not take risks with safety and follow the law

We want you to have fun fundraising for Primrose.

Collections

It is illegal to carry out public street collections without a licence. Your local council can provide more information. It is also illegal to carry out house-to-house collections without a licence.

Food hygiene & allergies

Food safety laws apply when food is available - whether it is for sale or not. Make sure you follow food hygiene procedures - these are mostly common sense. You can contact your local council for information or visit www.food.gov.uk

Selling alcohol

Some venues will already have a licence to sell or supply alcohol. However, if you are using an unlicensed venue and plan to serve alcoholic drinks, you may need a temporary event notice. Check with your local council. Please also ensure that alcohol is only served by an adult and not to anyone under the age of 18.

Handling cash

Where possible make sure that two people handle and count any money. Try to keep accurate records of any costs associated with your event. Make sure any cash

donated is kept safe and banked as soon as possible.

Primrose logo & charity details

Our logo is available upon request, so please do get in touch if you need it. We can also send a copy of our brand guidelines. When you are writing to anyone about your event or producing and publicity materials, please remember to include our registered charity number:

700272

For extra guidance and resources please visit the Institute of Fundraising at www.institute-of-fundraising.org.uk

Raffles

The law around raffles, which are a form of lottery, can be quite complicated. If you hold a raffle and draw it on the same day then you do not need a licence. However if you wish to sell tickets over a period of time then you will need to contact your local authority to request a licence. Information can be found on www.gamblingcommission.gov.uk

Health & safety

Writing a risk assessment will help you to think about whether you need first aiders to attend. It is worth contacting St Johns Ambulance or the Red Cross for advice.

Photographs

If you are taking photographs at your event, put up signs to let people know. If you have permission and a signed consent form then please do send us your photos of your event so we can share these on our social media pages.

What not to do

Do not do anything illegal or dangerous.

Do not allow anyone under 16 to collect sponsorship money without adult supervision.

Do not let any commercial organisations use our charity logo without checking with us first.

Do not send any cash to us through the post. Bank any cash yourself and send us a cheque (made payable to Primrose Hospice).

Do not make any street or house to house collections without permission from the council/police.

What to do afterwards

We would love to hear all about the imaginative way your school has decided to fundraise for Primrose. We would like the opportunity to thank you all properly and to encourage others to be inspired by your school's fundraising efforts and ideas.

If you are happy to share your story and allow us to share on our social media or our communications, please do get in touch.

Thank everyone

Please ensure after your fundraising event, you make sure you thank everyone involved. From teachers who supported the event, children who took part, parents who supported or sponsored any supplier of a raffle prize or made a donation to the event.

Let us know

When you have completed your event, all donations have been collected and the full fundraising amount is known, please get in touch and let us know. It is always great for us to hear how you found it and to thank you all for supporting us.

Advertise

Once you have completed your fundraising event, share share share! It really is an achievement to fundraise and so please do share around. Whether that be in your next assembly, in the school newsletter or on any social media you have access to and make sure to tag us in. Furthermore, the local press love to hear of fundraising in school so we can assist in arranging a press release if permissions for photos are collected.

Paying in your money

Online

Donations made directly to your online fundraising pages are sent directly to us. You can also pay in any funds raised offline through our website - visit www.primrosehospice.org and click donate.

Debit/credit card

Donations can be made over the phone using a debit/credit card. Please call the Fundraising team on 01527 889796.

Cash

Where possible we would like to encourage the above donation paying in methods, however if you do have cash then please do pop in to see us at the Hospice.

In person

We can come along to an assembly to be presented with your Donation, to be able to talk to the children about Primrose and to show our appreciation face to face. However, if this is not possible there are many other ways to ensure we receive your fundraising donation.

By cheque

Please send cheques, made payable to Primrose Hospice to: Fundraising Team, Primrose Hospice, St Godwalds Road, Bromsgrove B60 3BW.

BACS payment

Donations can be made via BACS. Please get in touch for our bank details.

Support **services**

Other Hospice services

Day Hospice

Open 10.30-3.00pm, three days a week, with room for up to 15 patients. It provides a relaxed and friendly social environment, provides health care, support and advice related to the physical and emotional problems caused by a life-limiting illness.

Clinic

The nurses are able to provide support, information, symptom management or refer patients to other services, if they wish not to attend Day Hospice.

Medical clinics

Medical clinics are held at the Hospice weekly by the Consultant in Palliative Medicine. Patients may be referred directly to see the consultant by their GP or hospital consultant. Alternatively, the request may come from one of the clinical team at the hospice.

Physiotherapists

Wellbeing sessions

Group support

Chaplaincy

Complementary therapies

Benefits advice

Family support

Counselling

Bereavement support

**Occupational
therapy**

The stress of bereavement can be devastating. Sometimes people just need time to talk through their feelings with someone outside of their immediate family or close circle.

Grieving is such an individual process, it is different for everyone. There is no right way to do it. Time alone does not heal – it is only through grieving that we begin to work through the pain.

If you believe a family or individual in your school community may benefit from our outreach services, please pass our details over to them.

Referral can come via the phone directly to our child support service by calling 01527 871051 or asking at your GP surgery.

Alternatively please advise anyone in need of our services to head to our website www.primrosehospice.org to view in depth details of the support available.

Get in touch



For more information on how Primrose can support your school please contact the children's team:

Primrose Hospice Coppice Centre
T: 01527 889799

To find out more about how you can support Primrose then please contact:

Fundraising Team
T: 01527 889796
E: info@primrosehospice.org

**Thank you for supporting
Primrose Hospice**





Primrose Hospice

St. Godwalds Road, Bromsgrove B60 3BW

t: 01527 871051

e: info@primrosehospice.org | w: www.primrosehospice.org

Company Registration Number 2211941 | Registered charity number 700272

