Charlton Park Academy
Academy/Class-based Fundraising Procedures 2026-27

1. Objective and Scope

This procedure ensures all fundraising activities within classes align with our educational values, remain transparent, and protect the well-being of our students and families. This policy applies to any event, appeal or collection on school grounds or using the school's name.

2. Permitted Use and Destination of Raised Funds

All funds raised through class-based or academy-wide initiatives must have a pre-defined, specific purpose that directly benefits the pupils or supports a registered charity. Fundraisers must never be launched to cover general, unspecified academy deficits.

2.1 Approved Destinations for Funds

Fundraising activities must fall into one of the following three categories:

- **Academy Enrichment (The 'Extras'):** Funds raised to provide resources, experiences, or equipment that sit outside the state-funded budget. Examples include:
  - Subsidizing the cost of optional residential trips to lower the barrier for disadvantaged pupils.
  - Purchasing non-essential playground equipment, extracurricular sports kits, or specialized lunchtime club resources.
  - Funding class rewards, end-of-year leavers' events, or minor classroom enhancements (e.g., a class aquarium or comfort seating).
- **External Registered Charities:** Funds collected on behalf of local, national, or international disaster relief funds and registered charities (e.g., Children in Need, local food banks). The charity's registration number must be verified by the Finance Office before the event.

2.2 Prohibited Uses of Funds

Academy trusts are publicly funded institutions. To maintain strict financial regularity, fundraising revenue cannot be used for:

- **Statutory Core Provision:** Essential classroom furniture, mandatory teacher resources, standard IT hardware required for the curriculum, or essential building maintenance.
- **Staff Remuneration:** Salaries, overtime, bonuses, or staff gifts.
- **Political or Non-Charitable Causes:** Campaigns, organizations, or pressure groups that do not hold active registered charity status or align with the trust's objective educational values.

3. Approval Process

No fundraising activities may initiated without formal approval:

- A written proposal must be submitted to Accounting Officer at least six weeks before the planned start date.
- The Accounting Officer and the Finance Director will evaluate the proposal against the school's priorities, plans and financial procedures.

4. Financial Controls and Transparency

To maintain financial integrity, all fundraising must follow these rules:

- Wherever possible, donations should be made digitally via the school's approved online payment portal.
- If cash is collected (e.g., bake sales, non-uniform days), it must be counted by two members of staff, recorded, and securely locked in the school safe.
- Money raised must never be mixed with the school's general operational bank account. It must be held in a designated suspense account.
- The total amount raised must be communicated to parents and students.

5. Student and Family Well-being

The school is committed to keeping fundraising voluntary and pressure-free:

- Participation in any fundraising event is entirely optional. No student will be excluded from an activity (like a themed dress-up day) due to a lack of donation.
- Staff must ensure that individual donation amounts are kept confidential to prevent peer pressure or embarrassment.
- Students are strictly prohibited from doing door-to-door collections or fundraising alone in public spaces under the school’s name.

6. Related Policies

- CPA Fundraising Policy
- CPA Financial Policy and Procedures