



# Funding Policy

Effective from December 2016

This document sets out the funding policy and guidance for Hayfield Primary school PTA. It allows for fair and considered distribution of funds held by the PTA on behalf of the parents of children at the school.

The amounts listed below are dependent on the level of funds raised, and cannot be guaranteed from year to year. Decisions about amounts awarded are decided upon at the beginning of the academic year, based on what has been raised in the previous academic year.

## **1. Support for year group resources and activities**

The PTA will donate £100 to school year groups Reception to Year 5, and £150 to Year 6 at the start of each academic year. Funds can be used for classroom resources, transport costs for educational visits, where costs cannot be otherwise covered by parental contributions or an allocation of school budget.

Year group teachers are asked to confirm what the funds are being used for, and the benefits that children are getting from what is funded at the point the funds are spent/activities undertaken. The PTA will use this information to feed back to parents and as part of the PTAs financial records.

To enable us to get the maximum impact from the funds raised, we request that any unallocated/unspent funds are returned to the PTA at the beginning of the summer term, so allow us to identify and address funding gaps in the final term of the year.

Returning funds will not in any way impact the amount of funding to be donated to that year group in subsequent years.

## **2. Year six leaver's celebration**

The PTA will support the year six leaver's celebration by making a donation of £5 per head to use towards to cost of their end of year leaver's celebration event. This payment will be made on request at the beginning of the final term.

## **3. Fair access to educational and cultural trips**

The PTA will set aside £100 per year, to be accessed by children who might otherwise be unable to participate in educational or cultural trips. The school will enable individual children to access this fund to enable them to participate in whole class/school educational trips/cultural experiences where costs are a barrier to participation.

The PTA requests that any remaining / unused funds be returned to the PTA at the end of that school year. Returning funds will not in any way impact the amount of funding allocated in subsequent years.

## **4. Minibus provision**

The PTA will pay £950 to Hayfield Primary School to contribute to the costs of the schools use of the minibus at the start of each academic year.

## **5. Midday Supervisors Fund**

The PTA will set aside up to £150 per year for playtime equipment, to which the Midday Supervisors can apply, when they identify play resources that are needed, but have not been funded as part of the whole school or key stage group resources (see below). Applications will be considered at the first PTA meeting of each term.

Any remaining/unused funds will be retained by the PTA at the end of that school year. Returning funds will not in any way impact the amount of funding allocated in subsequent years.

## **6. Use of unallocated funds**

The PTA will retain a maximum reserve of £1000 to cover any shortfall resulting from lower levels of funds raised in the previous academic year, and to cover any unexpected expenditure.

The remaining funds held by the PTA will be allocated as follows:

- One third will be available to contribute to the cost of whole school/key stage group cultural experiences. The school will be notified of the amount available at the beginning of the academic year and able to request use of this money at the beginning of each term. The PTA ask that any remaining / unused funds be returned to the PTA at the end of that school year.
- Two thirds will be set aside to be used for whole school or key stage group resources for use in the classroom or within the school grounds to enhance children's overall experience of the school. Parents and teachers will have the opportunity to be involved in identifying potential use of funds and the PTA will enable parents and children to be involved in deciding which resources are funded from the available funds.

20/12/16