

School Spend Policy

Any money spent by the school may affect the resources the school can provide to pupils.

Epinay School will take all reasonable measures to ensure parents are asked for contributions towards trips, events, etc.

However, the school is aware that at times, parents / carers are not able to contribute towards additional costs of events, uniform and other items.

From time to time the headteacher will authorise school spend for parents / carers. Staff wishing to ask for such payments for particular pupils must receive approval from the headteacher before any spend is authorised.

The headteacher will also authorise school spend towards staff purchasing Epina y logo products as uniform items. Staff and the school will pay towards the item, as agreed.

Policy approved by Governors: June 2020

Date of next review by Governors: June 2021



Appendix A

School Spend Application Form

If a staff member wishes the school to use funds for purchase of items for pupils' use (uniform, extended schools / clubs, etc) this form must be completed and authorised by C Rue.

Please complete a purchase order, authorised by D Mountain, and attached the authorised form to it.

Staff Name:	
Pupil Name:	
Item(s) to be purchased:	
Reason for purchase:	
Authorised by C Rue	
Date:	