

Longdean School



Financial Policies

Reviewed: September 2017

Ratified: September 2017

Next Review September 2018

CONTENTS

CHARGING POLICY	3
GOVERNOR'S ALLOWANCES POLICY	4
REMISSIONS POLICIES	6
TRIP REFUNDS AND SURPLUS POLICY	7
OUTSTANDING INCOME POLICY	8
RESERVES POLICY	9
FRAUD POLICY	10
ANTI-CORRUPTION AND BRIBERY POLICY	11
INVESTMENT POLICY	15
FIXED ASSET POLICY	16
DISPOSALS POLICY	18
LETTINGS POLICY	19
RISK MANAGEMENT POLICY	20
PUPIL PREMIUM POLICY	27
STATEMENTS TO BE INCLUDED IN THE STUDENT PLANNER THAT RELATE TO FINANCIAL POLICIES	29

CHARGING POLICY

Education for Longdean School students is in most of its aspects provided free. There are a small number of events for which a charge will be made. These charges are in conformity with the Education Reform Act of 1988 and are outlined below:

A charge will be made

1. For board and accommodation on residential visits;
2. For activities which are wholly or mainly outside school hours and are not part of the national curriculum, statutory Religious Education nor in preparation for a prescribed public examination;
3. If students cause loss or damage, wilfully or negligently to school property;
4. An examination fee entry may be charged to parents if:
 - The examination is on the set list, but the pupil was not prepared for it at the school
 - The examination is not on the set list but the school arranges for the pupil to take it:
 - A pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee
5. For individual or small group music tuition, except where this forms part of an exam course.
6. For practical materials where the parents express their wish to own the product.

The Governors will leave to the Head teacher or Finance Manager, the decision to proportion the costs of an activity to be charged to public or non-public funds.

The Governors will delegate to the Chairman of the Governors' Finance Committee, the Head teacher and the Finance Manager, the determination of any individual case arising from the implementation of this policy.

GOVERNORS' ALLOWANCES POLICY

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Longdean School Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Governors of Longdean School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Longdean School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses away from the school site at a rate of 40 pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at Longdean school acknowledges that:

- Governors may not be paid an attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school Finance Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted

for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

REMISSIONS POLICIES

The charge for the board and lodging costs of a residential visit will not be made in the case of students whose parents are currently qualifying for benefits, if the activity takes place wholly or mainly in school hours and/or is provided as part of the syllabus for a prescribed public examination, or is required in order to fulfil statutory duties relating to the national curriculum or to Religious Education.

A similar policy relates to individual or group music tuition fees and is managed by Hertfordshire County Council Music Service. Parents must apply for remission by completion, submission and of the "How can I help you" form. **Parents are responsible for costs until the school is notified that remission has been granted.**

Where a **non-curriculum activity**, trip, journey or visit is taking place within, or outside of curriculum time, and parents are currently qualifying for benefits, then remission of up to 50% after any initial non-returnable deposit, may apply.

Where parents currently qualify for benefits, students may be reimbursed 100% of **bus travel**, to and from **College courses**.

LAC 6th Form students may apply for a full Bursary, paid in three termly instalments. The Assistant Headteacher responsible and the Senior Finance Clerk will maintain full records of allocations. Payments may be withdrawn on the basis of non-attendance or lack of achievement. Other 6th Form students may apply for hardship bursaries in accordance with the guidelines set out in the document '16-19 Bursary Fund Guidelines for Providing Financial Support to Eligible Students'.

Voluntary Contributions

The School may legally ask for voluntary contributions towards the cost of any provision, but Governors will leave it to the discretion of the Head teacher and Finance Manager as to when such a request is suitable. No individual student will be prevented from benefiting from an event on the basis of his/her parents not contributing voluntarily when asked. It might, however, be that should insufficient funds be raised by voluntary contributions, that the event is cancelled.

Cash loans

Cash will not be loaned to students except in extreme circumstances. This will only occur when the transaction has been authorized by a parent/guardian through phone contact. A cash receipt will be signed by the student before receiving any sums. In all cases repayment must be made on the next school day.

Music Fees

The level of charging for music lessons in each academic year is based upon the costings supplied by the (Hertfordshire Music Service as part of the information received in March of each year.

TRIP REFUNDS AND SURPLUS POLICY

Where a student pays a deposit to secure a place on an activity, trip, journey or visit the deposit will not be refunded unless the allocated place is taken up by another student, or the student has to give up the place through no fault of their own. Once the trip or visit is concluded, the decision not to refund will be reviewed if there is a surplus. Where a trip does not take place through lack of support, a full refund will normally be given.

All trips need to be estimated accurately but if there is a surplus on a trip, the school will return any surplus of 5% or £5 per student whichever is the greater. Any non-refunded surplus will be held in the Fund Account to support students with families on Income Support.

Letters to parents giving details of any trip must include the following paragraphs:

“Every effort has been made to obtain accurate costs however, prices do change and you will be notified as soon as the school is made aware of any alteration to costs.

If there is a surplus, we will treat the excess as a donation, providing it does not exceed 5% or £5, whichever is the greater amount. If you do not wish the surplus to be treated as a donation, please contact the school Finance Office.”

At the end of each event, journey or visit, the surplus or deficit will be calculated from the record of income and expenditure and action taken as above.

Any refunds will be made as soon as possible after the event, to the parent/guardian by cheque (or sometimes cash) against signed receipts.

OUTSTANDING INCOME POLICY

Within the Schedule of Financial Delegation, the Finance Manager has the authority to write off bad debts up to a value of £500 accruing to the school. Items above £500 will be referred to the Finance Committee.

The normal settlement for payments of sources of income is thirty days from the date of an invoice. A Statement to this effect can be found at the bottom of each invoice.

Under normal circumstances, students/parents should complete payment for any trips or services before they take place. Special, prior arrangements may be made with the Finance Office in exceptional circumstances. This may include varying the payment period and negotiation of the repayment terms.

After the normal settlement period has passed, a standard reminder letter, individual to the debt, will be sent and this may be supported by one, or more phone calls. If there is no response to these initial steps, a second reminder will be sent, two weeks after the first. If there again is no response, the matter will be referred to the Finance Manager for a decision on further action. This may include referral to Browne-Jacobson (Solicitors), further contact or writing off the debt, as appropriate.

If the Finance Committee recommends including the costs of debt recovery on top of the actual debt, then the Finance Manager, along with the Finance Committee will be responsible for deciding the next course of action.

Further credit (temporary or permanent) will not be automatically withdrawn from parents based upon their repayment histories.

RESERVES POLICY

The purpose of the policy is to maintain a minimum working reserve in order to minimise any financial risks facing the school, such as delays between spending and receipt of grants, or unexpected emergencies.

- To regularly review the nature of income and expenditure streams and the need to match income with commitments.
 - Having utilised historic reserves that had been accumulated to equip the new building with furniture and computers, the academy now needs to rebuild reserves to a suitable level to maintain an adequate cushion.
 - To maintain the appropriate level of free reserves to be between 2% and 3% of the total annual revenue income budget (for illustrative purposes this would be between £ 130,000 and £ 195,000¹)
 - To consider the set aside of funds for significant projects that cannot be met by future income alone.
 - Any change in policy requires the approval of the Finance Committee
-

FRAUD POLICY

Introduction

Longdean School requires all Staff and Governors to act honestly and with integrity at all times and to safeguard the public resources for which they are responsible. The school will not accept any level of fraud or corruption; consequently, any case will be thoroughly investigated and dealt with appropriately. The Academy is committed to ensuring that opportunities for fraud and corruption are reduced to the lowest possible level of risk.

What is Fraud?

No precise legal definition of fraud exists; many of the offences referred to as fraud are covered by the Theft Acts of 1968 and 1978. The term is used to describe such acts as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion. With respect to the school, this applies to all areas of the school's business and activities.

"Fraud" is usually used to describe depriving someone of something by deceit, which might either be straight theft, misuse of funds or other resources, or more complicated crimes like false accounting and the supply of false information. In legal terms, all of these activities are the same crime – theft.

Some useful definitions:

Theft - Dishonestly appropriating the property of another with the intention of permanently depriving them of it (Theft Act 1968). This may include the removal or misuse of funds, assets or cash.

False Accounting - Dishonestly destroying, defacing, concealing, or falsifying any account, record, or document required for any accounting purpose, with a view to personal gain for another, or with intent to cause loss to another or furnishing information which is or may be misleading, false or deceptive (Theft Act 1968).

Bribery and Corruption - The offering, giving, soliciting or acceptance of an inducement or reward that may influence the actions taken by the authority, its members or officers (Prevention of Corrupt Practices Act 1889 and 1916).

ANTI-CORRUPTION AND BRIBERY POLICY

Introduction

It is Longdean School's policy to conduct all of its business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. Longdean School will comply with the Bribery Act 2010.

The purpose of this policy is to:

- a) set out the responsibilities of Longdean School, and of those working for us, in observing and upholding our position on bribery and corruption; and
- b) provide information and guidance to those working for us on how to recognize and deal with bribery and corruption issues.

Bribery and corruption are punishable for individuals by up to ten years' imprisonment and if we are found to have taken part in corruption Longdean School could face an unlimited fine and damage to its reputation. We therefore take our legal responsibilities very seriously.

In this policy, 'third party' means any individual or organization that workers come into contact with during the course of their work for Longdean School, and includes actual and prospective pupils and parents, suppliers, business contacts, agents, advisers, and government and public bodies.

Who is Covered by the Policy?

This policy applies to all individuals working for Longdean School at all levels (whether permanent, fixed-term or temporary), and includes governors, volunteers, agents or any other person associated with Longdean School (collectively referred to as 'Staff' in this policy).

What is Bribery?

A bribe is an inducement or reward offered, promised or provided in order to gain any business or personal advantage.

Gifts and Hospitality

This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties. The giving or receipt of gifts or hospitality is not prohibited, if the following requirements are met:

- it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of

business or a business advantage, or in explicit or implicit exchange for favours or benefits;

- it complies with local law;
- it is given in Longdean School's name, not in your name;
- it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;
- taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;
- it is given openly, not secretly; and
- gifts should not be offered to, or accepted from, government officials or representatives without the prior approval of the Finance Manager or the Headteacher.

We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

What is Not Acceptable?

It is not acceptable for workers (or someone on their behalf) to:

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that an advantage for Longdean School will be received, or to reward an advantage already received;
- give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- accept payment from a third party that they know or suspect is offered with the expectation that it will obtain an advantage for them;
- accept a gift or hospitality from a third party if they know or suspect that it is offered or provided with an expectation that a business advantage will be provided by Longdean School in return;
- threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
- engage in any activity that might lead to a breach of this policy.

Donations

Longdean School only makes charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made in Longdean School's name or on behalf of Longdean School without the prior approval of the Finance Manager or the Headteacher.

Workers' Responsibilities

Staff must ensure that they read, understand and comply with this policy.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All workers are required to avoid any activity that might lead to, or suggest, a breach of this policy. Staff must notify the Finance Manager or the Headteacher as soon as possible if he/she believes or suspects that a breach of this policy has occurred, or may occur in the future.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other Staff if they breach this policy.

Record-keeping

Longdean School keeps financial records and has appropriate internal controls in place which will evidence the business reason for making payments to third parties.

All Employees must make their line manager aware and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review. Staff must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with Longdean School's procedures and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

How to Raise a Concern

Staff are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. Concerns should be reported by following the procedure set out in our Whistleblowing Policy.

Protection

Staff who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. Longdean School aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

Longdean School is committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If a worker believes that he/she has suffered any such treatment, he/she should use the School's Grievance Procedure.

INVESTMENT POLICY

Longdean School has a policy of investing its cash balances with a view to maximising returns, but where greater weight is assigned to the safety of the investment. The policy aims to invest cash such that its cash balances and liquid investments are at least equal to the figure outlined in the reserves policy.

The purpose of the policy is to consider the management of the academy's funds bearing in mind the responsibilities that come with the receipt of central government funding.

- To regularly monitor cash flow and current account balances to ensure immediate financial commitments can be met (payroll and cheque/BACS payments runs) and that the current account has adequate balances to meet forthcoming commitments.
- To maintain a working balance of a minimum of £100,000 to respond to unexpected financial demands
- To avoid the academy's current account(s) going overdrawn.
- To identify funds surplus to immediate cash requirements and transfer the funds to an appropriate account bearing a higher interest rate.
- To review interest rates periodically and compare with other investment opportunities.
- It is current policy to only invest funds in risk free and readily accessible interest bearing accounts.
- Any change in policy requires the approval of the Finance Committee

FIXED ASSET POLICY

Longdean School will regard fixed assets as capitalized when all of the following criteria are met:

- (1) Assets purchased, built or leased have useful lives of one year or more.
- (2) The cost of the asset (including installation) is £1,000. Multiple assets whose cost is less than £1,000 but the aggregate total is £1,000 or more are capitalized.
- (3) The cost of repairing or renovating the asset is £1,000 or more and prolongs the life of the asset.

The school will regard the purchase of software programs as fixed assets subject to the above capitalization policy, and will amortize over an estimated useful life of 5 years. Costs associated with software maintenance and customer support are considered expenditures and will not be capitalized.

Other Considerations:

- (1) REPAIR is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department and account.
- (2) IMPROVEMENTS are expenditures for additions, alterations and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvements of this nature are capitalized.

Examples of Repairs vs. Improvements

Repairs = Expenditures

All items—life less than one year

All items under £1,000

Property maintenance, wall repair

Replacement of machine parts to keep machine in normal operating condition

Property restoration (rebuilding) for normal operations

Existing building repairs

Replacement of small sections of wiring, pipes or light fixtures

Improvements = Capitalized Assets

Life of more than one year

All items £1,000 or more

Property rebuilding

Replacement of motor and parts that prolong the useful life

Property restoration for something different or better

Building regulation conformity

Major replacement of wiring, lighting, pipes or sewer

Patching walls, minor repair of floors, painting, etc.

Installation of floor, wall, roof, wall-covering, etc.

Patching driveways

New driveway or major repair

Cleaning curtains, blinds, carpet, furniture

New curtains, blinds, carpets, furniture

Depreciation Method—Straight Line over the following useful lives:

Buildings	30 years
Building Improvement	15-30 years
Water and Sewer Lines	50-75 years
Roads	10-30 years
Vehicles	3-5 years
Office Equipment	3-5 years
Computer Equipment	3-5 years

DISPOSALS POLICY

The Governing Body of Longdean School shall ensure that there are adequate arrangements to ensure that the inventory is accurate and up to date.

Write offs and disposals of stocks and equipment

- The Finance Committee should authorise all write offs and disposals of surplus stocks and equipment with a value above £500.
- All items for disposal above £1000 should be subject to competitive quotation.
- Items for which the school is funded through the budget share may be sold, where these are considered surplus to educational needs and where disposal does not interfere with the efficient running of the school.

Any such disposal should be made at the best obtainable price and the funds should be deposited in the school's General account.

Any property that was acquired at cost, net of VAT, is liable to a VAT charge on the proceeds from its sale/disposal, (no matter how small or how long after the original purchase).

- Reasonable steps should be taken to ensure the best return on items sold off, or if given away, that all persons interested in the item have an opportunity to express their interest (e.g. by advertising items for sale publicly).
- The disposal of equipment should be recorded, with reason for disposal, who has authority to declare the item disposable, the method of disposal and, where appropriate, sale proceeds.
- Thefts should be reported to the Headteacher, Site Manager and, where appropriate, the Insurance Office and the Police.

LETTINGS POLICY

Governor Responsibilities

Governors control the use of the school premises inside and outside of normal school hours. If there is a surplus of accommodation during the normal school day then the Headteacher can let those facilities on a normal letting basis (i.e. Governors cannot enter into a lease or tenancy agreement).

The governors of Longdean School are keen to promote the community use of school buildings and facilities.

Daily control of school lettings is the responsibility of the Headteacher (and his staff), who is authorized to negotiate fees within the limits determined by the Governing Body.

The Site Manager is responsible for maintaining records for each organisation/individual hiring Longdean School premises.

Charging Rates

The governors determine their own charges for all lets taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Finance Committee on an annual basis as recorded in their minutes. The new rates are normally implemented from the start of each academic year.

The school is expected to apply the governor approved rates for all hirers to the school. However, to promote community use, the Finance Manager may use discretion to give a 10% discount to certain hirers. This must be discussed with the Headteacher prior to agreement and details recorded with the hirers records.

RISK MANAGEMENT AND THE RISK REGISTER

Longdean vision statement

‘I am proud of who I am and what I have achieved today’

Strap line

‘Rejoice in thy youth’

1. RISK MANAGEMENT

- 1.1 The management of risks to the School and the fulfillment of the Vision Statement are undertaken in accordance with the Funding Agreement and the Academies Financial Handbook.
- 1.2 The Governing Body is responsible for risk management and for maintaining a sound system of internal control that supports the achievement of policies, aims and objectives, whilst safeguarding public funds and other funds and assets for which it is responsible. The Governing Body is advised in this role by the Finance Committee and both are advised and informed by the Senior Leadership Team.
- 1.3 The Governing Body fulfils its role by establishing the system of internal control:
 - 1.3.1 Approving and reviewing a series of policies that underpin the internal control process;
 - 1.3.2 Agreeing objectives, plans and resources by means of the budget and the annual *School Evaluation and Development Plans*;
 - 1.3.3 Approving this policy statement and the Risk Register and reviewing them carefully each year to identify risks, near misses and opportunities;
 - 1.3.4 Considering carefully the advice from the Responsible Officer, Auditor/s and Audit Committee on internal financial controls, together with advice from any external consultants or inspectors.
- 1.4 The Senior Leadership Team fulfils its Risk Management role by:
 - 1.4.1 implementing governors’ policies on risk management and internal control;
 - 1.4.2 advising the Finance Committee of the fundamental risks faced by the school and helping to evaluate them;

- 1.4.3 providing timely and sufficient information to governors and the Finance Committee on the status of risks and controls;
 - 1.4.4 assisting the Finance Committee to draw up and revise the Risk Register;
 - 1.4.5 working to embed risk management and risk-based internal control in all aspects of school management.
- 1.5 The Risk Register has been completed in the form recommended in the Academies Financial Handbook and it uses the terms listed there. It shall be revised annually by the Finance Committee who will recommend it to the Governing Body.
- 1.6 In its annual consideration of the Risk Register the Governing Body should consider these issues:
- 1.6.1 Whether risk management continues to be linked to the achievement of the School's objectives;
 - 1.6.2 The appropriate risk appetite or level of exposure for the School as a whole;
 - 1.6.3 Whether risk review procedures cover fundamental strategic and reputational, operational, compliance, financial and other risks to achieving the School's objectives;
 - 1.6.4 Whether risk assessment and risk-based internal control are embedded in ongoing operations and form part of its culture;
 - 1.6.5 Changes in the nature and extent of fundamental risks and the School's ability to respond to changes in its internal and external environment since the last assessment; the scope and quality of management's on-going process of monitoring the system of internal control including such elements as the effectiveness of assurance functions;
 - 1.6.6 The extent and frequency of reports on internal control to the Governing Body and whether this is sufficient for the Governing Body to build up a cumulative assessment of the state of control and effectiveness of risk management;
 - 1.6.7 The incidence of any fundamental control failings (risk events) or weaknesses identified at any point within the year (near misses) and the impact that they have had or could have on financial results;
 - 1.6.8 The effectiveness of the School's public reporting processes;
 - 1.6.9 The effectiveness of the overall approach and policy to risk management and whether changes or improvements to processes and procedures are necessary.

Pupil Premium Policy – see website for report on current activities

Principles

- We ensure that teaching and learning opportunities meet the needs of all of our students
- We ensure that appropriate provision is made for students who belong to vulnerable groups, this includes ensuring that the needs of socially disadvantaged students are adequately assessed and addressed
- In making provision for socially disadvantaged students, we recognize that not all students who receive free school meals will be socially disadvantaged
- We also recognize that not all students who are socially disadvantaged are registered or qualify for free school meals. We reserve the right to allocate the Pupil Premium funding to support any students or groups of students the school has legitimately identified as being socially disadvantaged
- Pupil premium funding will be allocated following a needs analysis which will identify priority classes, groups or individuals. Limited funding and resources means that not all students receiving free school meals will be in receipt of pupil premium interventions at any one time.

Provision

- The range of provision the Governors may consider making for this group could include:
 - Reducing class sizes thus improving opportunities for effective AfL and accelerating progress
 - Developing confidence and essential skills through a competencies curriculum in KS3
 - Providing small group work with an experienced teacher focussed on overcoming gaps in learning
 - Providing access to councillors and various other student support groups
 - 1-1 tuition and revision programmes
 - Summer schools to develop literacy skills and self esteem
 - Additional teaching and learning opportunities provided through learning mentors, trained TAs or external agencies
 - Additional opportunities to develop an understanding of the wider world and their place within it e.g. 'Who do we think we are week', work experience, student voice, enterprise and careers
 - The promotion of the participation in vertical tutoring, positive behaviour and rewards systems

- All our work through the pupil premium will be aimed at accelerating progress, moving students to at least age related expectations. Initially this will be in literacy, English and Mathematics
- Pupil premium resources may also be used to target able children on FSM to achieve four levels of progress
- Students on SA and SA+ will also be able to benefit (along with all other students) from the extended learning opportunities

Reporting

- It will be the responsibility of the Headteacher, or a delegated member of staff, to produce regular reports for the Governors' Curriculum (and Finance with respect to funding) committees :
 - the progress made towards narrowing the gap, by year group, groups of learners and individual students
 - an outline of the provision that is in place
 - an evaluation of the 'value for money' in terms of the progress made by the students receiving a particular provision
- It will be the responsibility of the Chair of the Curriculum committee to provide this information to the Full Governing Body
- The Governors of the school will ensure that there is an annual statement to parents on how the Pupil Premium funding has been used to address the issue of 'narrowing the gap', for socially disadvantaged students. This annual statement will be published on the school website in accordance with the School Information Regulations 2012.

Appeal

Any appeals against this policy will be through the Governor's complaints procedure

STATEMENTS TO BE INCLUDED ON THE LONGDEAN LEARNING PLATFORM THAT RELATE TO FINANCIAL POLICIES

Property and belongings

- All items should be clearly marked with your name and form.
- If you lose anything in school, report this loss as soon as possible to your Form Tutor. Ask at Reception (Site C) to find out if it has been handed in.
- Please note that **the School will not be liable** for any loss, damage or theft, however caused, to personal property while on, or off the Longdean School site. Please ensure that any personal property is covered by your household, or other insurance policy.
- Valuables (for example mobile phones, music players etc.) should not be brought into school. Musical instruments are also the responsibility of the owner and again should be covered by your household, or other insurance policy.
- **You are expected to pay for any damage** that you may cause to school property, furniture or equipment.

Cashless Catering

- We operate a “cashless” catering system in the school which uses a biometric system, or PIN. There is a machine, which allows students to credit the account on their card by using cash. The machine will accept coins and notes: minimum 10p coin – maximum £20 note. Unless there is problem with the machine, **the Finance Office should not be used to credit accounts with cash.**
- When food is taken to the checkout, the cost will be deducted from the student’s account

Credit via the internet

Parents can also credit the student account via the internet (School Gateway)

Free School Meals

Students entitled to free school meals will be issued with a daily credit that will enable them to purchase the meal of the day or other food items to the same value. Additional credits can be added by the student using cash at the machine if required.

Refunds

Refunds will only be given in certain circumstances i.e. if a student leaves the school. Requests for refunds should be by letter to the Finance Office giving at least two days notice.

.