

# School Spend Policy

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

The Head Teacher will also authorise school spend towards staff purchasing Epinay logo products as uniform items. Staff and the school will pay towards the item, as agreed.

Policy approved by Governors: May 2023

Date of next review by Governors: June 2024

## **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.

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