

Procedures for requesting PP expenditure

- There is a blue form for staff to make requests and a yellow form for parents to make requests. Requests will not be processed without a form unless:
 - The request is made by a member of staff for an item/items totalling less than £10. In this case it is acceptable for staff to email the SLT Associate with oversight for PP for authorisation. They will forward this email to Fiona Anderson once the item(s) have been entered onto Provision Maps.
- Only parents can make requests for school trip payments and a maximum of £200 per child entitled to Pupil Premium funding can be spent per year on enrichment trips
- Only parents can make requests for D of E funding. All students will usually be expected to pay the enrolment fee. FSM and LAC students will be entitled to a contribution of the remainder of the cost and Ever 6 PP students will be entitled to a 50% contribution of the remainder of the cost.
- All spending will be entered on Provision Maps to ensure both spending and impact are monitored.
- Both blue and yellow forms must be authorised by the SLT Associate with oversight for PP before they are passed to the finance office. Any forms passed directly to the finance office will be passed back to the SLT Associate to be authorised and entered onto Provision Maps.
- Payments made for items/trips by parents of eligible Pupil Premium students will not be automatically returned. Should a parent later wish to claim this money back, they will need to do so via a yellow form.