



Dear Children, Parents/Carers and Teachers,

Walton Primary Academy PTA raises money to enable the school to pay for events, activities or equipment outside the normal school budget. We aim to use this money to enrich school life for all children.

We are proud of the money that we have raised to date and what it has been used for. In the last year we have raised money through fun activities including Halloween & Valentines discos, Christmas Fair, Secret Room, Easter Bingo, and by selling refreshments at school events. This money has been spent on things such as interactive whiteboards, subsidising school trips; sports T-shirts; and much, much more.

We want to ensure that PTA funds are allocated in the fairest way and that the process is as simple as possible. To this end we have created a **funding request form**, which is attached to this letter and will also be made available via the PTA section of the school website.

If you have an idea for an event, activity or equipment which could be paid for by PTA funds to benefit pupils then the process is as follows:

- Complete a funding request form
- Bring the form along to our funding request meeting (held in the first week of each half term - 3.35pm - 4pm - dates to be announced by Mr Harpham)
- PTA will discuss and make a decision at their next meeting (based on the amount of money requested and the number of requests we have received)

Please feel free to come and speak to the committee or me if you have any questions or queries about this process.

Thank you all again for your continued support.

Catherine Phillipson  
Chair





## Guidelines for PTA funding applications

Funds raised by the PTA are to **enable the school to buy facilities or equipment outside the normal (core) school budget and thus advance the education of the pupils.**

The PTA committee wants to ensure that funds are spent in an **effective way** that will **benefit and support the children** as well as staff in their role of developing and educating children.

We want the funding application process to be as simple as possible, and wish to make staff and parents aware of the following guidelines to applying for PTA funding.

### Procedure:

- Name: person making the application;
- Description: the equipment/services funds will be spent on; how will the school and/or the children benefit from the request?
- Costs:
  - Estimated Costs: include supporting documentation from 3<sup>rd</sup> parties, this is preferred. Please provide 2 estimates where applicable.
  - Ongoing Costs: if applicable include any annual fees.
  - Amount Requested from PTA: the whole amount or part of the amount.
  - Time Constraints: if funding is required by a particular date;

A paper copy of the application form is available for download on the PTA section of the website and should be presented at the 'Funding Request Meeting'.

Each application will be considered at the **next PTA meeting.**

### Additional Notes:

PTA funds are intended for the equipment/services that cannot be funded through the normal school budget. This is to ensure that the education of children does not become reliant on PTA funds, which cannot be guaranteed.

In special circumstances, core items that would ordinarily be expected to be funded by the normal school budget could be approved for PTA funding. However, assurance from the head teacher must be acquired that provisions in the school budget for such items will be made in the future.

Typically, applications should benefit as many children as possible. However, where there is a need for a specific group of children, this will be considered.

The PTA will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications. Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent.