



## ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

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### **RE: Pupil Premium Funding – availability and benefits**

Dear parents and carers,

Attached is the new Pupil Premium funding policy agreed by the governors at the end of last academic year. We created this policy as we were aware that some families were missing out on advantages available through the Pupil Premium scheme.

The scheme is explained in detail in the following document, but in short summary:  
Once eligible, and 'signed up', the school will receive a sum of money to support the education of children in receipt of Pupil Premium (PP from now onwards).

School has to track closely how it is spent and demonstrate it is making a difference for those specific children; our recent OFSTED report praised us highly on the use of this money.

Governors and I wanted to share some of this benefit directly with families of PP children and so decided to set up the system as described below.

Once 'signed up' you will have access to a fund of £100 throughout the academic year. (Currently we are trialling this for one year only, so make the most of this while it is available!)

This £100 can be used for a range of things school based, including:

- Trips during school time or after school where a donation is asked for by the school.
- School camp.
- Payment of after / before school clubs.
- Any activity in school where a donation is asked for, such as a visitor to the classroom.
- School uniform to be purchased from Initially Yours where we have negotiated a payment procedure and where you are able to purchase logoed items.

*A child / family needs to be eligible for Pupil Premium and have 'signed up'; details are again explained further in the document.*

The purpose of the fund is to support academic development, hence the list, and school of course will not hold cash on site, so rather a running tally of spends will be kept.

This is a new initiative and the Governors and I hope that this will both help the school further provide great holistic education and also support eligible families with the ongoing demands of having a pupil in school.

Yours sincerely, Mr Brown.

*All letters that this can now be found on the school website. Simply click on the tab for parents then follow the link at the bottom to letters.*

## **St Chad's Patchway CE VC Primary School**

### **Pupil Premium fund principles and protocols**

*"To be happy, learning community, based on Christian values, which enables all children to reach their full potential"*

#### **Introduction**

The Government introduced the Pupil Premium Grant in April 2011 and has continued this yearly. This grant, which is additional to main school funding, is seen by the government as the best way to address the current underlying inequalities between children eligible for Pupil Premium (PP) who need it most. The Pupil Premium is allocated to schools and is clearly identifiable. Schools can decide how the Pupil Premium is spent, since they are best placed to assess what additional provision should be made for the individual pupils within their responsibility.

At St Chad's Primary School we support all our pupils. We do this by providing high quality classroom teaching supplemented by interventions to support vulnerable learners as and when required. The School Leadership Team and Governing Body monitor the impact of all spending and interventions, including the Pupil Premium, the evidence of this is shown on our school website: <http://www.stchadsprimaryschool.co.uk>

Currently pupils taking up this entitlement at St Chad's Primary school enjoy:

- Additional learning support for English, Maths and all other subjects where appropriate.
- Additional revision and booster sessions.
- specific resources that will them.

All of which is directly funded by the Pupil Premium and as a school we are duty bound to track the impact of each of these items of provision to justify the use of the government funds (see our website).

To further support those who are entitled to PP, the governors at St Chad's have made a decision to provide a one off allocation of £100.00 (to be spent in ways described below) to those pupils who qualify for PP.

As we currently have a number of pupils across school who already receive PP, we will open this to all PP pupils existing or new in the academic year 2015/16, and from then onwards, only to those who are newly in receipt of Pupil Premium.

#### **Purpose**

The purpose of Pupil Premium is described above, but in summary is to support schools in delivering the very best support for pupils who fulfil the criteria for Pupil Premium (see below).

To further develop this support, we are offering the one off allocation of £100.00 per Pupil Premium eligible pupil to be spent in the ways below, as chose by the parent/s or carer/s.

#### **Aims**

- To provide access to resources to directly support PP pupils in school.
- To enrich the lives of said pupils.
- To support the families of said pupils with the costs of life in school.
- To encourage pupils to get fully engaged with the life of the school, including activities which often bring with them a cost.

#### **Protocols**

The allocation of £100.00 will be against each child registered as Pupil Premium, and can be spent at any time throughout the time that child is a pupil in St Chad's school.

Once your child leaves the school any unused allocation will be used to enrich the education of all pupils in school.

The money can only be spent on the items listed below and are to be a direct positive impact on the PP child's experience of school life.

### **Approved spending**

- Trips during school time or after school where a donation is asked for by the school.
- School camp.
- Payment of after / before school clubs.
- Any activity in school where a donation is asked for, such as a visitor to the classroom.
- School uniform to be purchased from Initially Yours where we have negotiated a payment procedure and where you are able to purchase logoed items  
[http://www.initiallyyours.co.uk/schools/st\\_chads\\_primary\\_school/uniform\\_and\\_sports\\_kit.htm](http://www.initiallyyours.co.uk/schools/st_chads_primary_school/uniform_and_sports_kit.htm)

**This spending is at the discretion of the parent/s / carers but will be tracked by the school. This will not impact the support such pupils will also get in school once they are registered as Pupil Premium.**

### **How to**

The school does not keep money on the premises and due to this, plus the workload on the office staff, any such spend against the allocation will need to be brought to the office staff attention as soon as possible for us to undertake the necessary actions on our part to ensure money is where it needs to be at the appropriate time.

If funds are wished to be spent on items as listed above (with the exception of uniform) please alert the office who will make the necessary adjustments to our records and make the payments on your behalf.

### ***Specifically for uniform***

As the uniform involves an outside agency, the procedures here need to be a little different. We have negotiated a payment method with the company Initially Yours where sequentially numbered voucher can be collected from the office, through a request made at the hatch, once the vouchers have been produced and signed by the Headteacher or Deputy Head teacher, you will also be asked to sign a log book to ensure the correct vouchers go to and are used by the correct people. This log will be checked against the shop's own records to validate this.

### **Role of the school**

- To keep log of money spent and to alert families before the £100.00 is to come to an end.
- To support families in applying for the fund and this will include any general questions families may have.
- To work with the families to keep communication about this and all matters open and constructive.

### **The Role of Parents / Carers**

- To apply for the fund as described below.
- Spend the allocation on the items as described in the list.
- To work with the school to keep communication about this and all matters open and constructive.
- To ensure all school expectations are fulfilled, such as those around attendance, lateness, homework and so on.

### **The Role of Children**

Children are responsible for engaging with their education and will be encouraged and supported in all ways by families and by school. It is hoped that this allocation will further support this.

### **Eligibility for Pupil Premium**

Your child/children may be eligible for the Pupil Premium or Free School Meals if:

- You are in receipt of income support or a Job Seekers Allowance (income-based)

- You are entitled to child tax credits with income no greater than £16,190 as shown on your TC602 from the Inland Revenue. (If you receive working tax credit then you are not eligible.)
- You receive the guarantee element of state pension credit
- You get support from the national asylum support service

### **Applying for Pupil Premium**

To access the additional support Pupil Premium funding will give your child, please follow the link <http://www.southglos.gov.uk/advice-and-benefits/benefits/free-school-meals/> to the South Gloucestershire Local Authority Website. Alternatively, the staff in the office will be able to assist with any need you may have in this area.

For those with children at St Chad's Primary school, Free School Meal applications are completed through South Gloucestershire Council who can complete an immediate eligibility check using your National Insurance number and Date of Birth. We are very happy to help you in any way with your application.

Should you require any assistance with your application, please contact the Free School Meals department at the Local Authority on 01454 868008. Paper copies of South Gloucestershire forms are available from us.

We would urge you to check your eligibility for the Pupil Premium. If you have any questions regarding any of this information please do not hesitate to contact us or email Lyn Summers or Trish Sutton at [admin@stchadsprimaryschool.co.uk](mailto:admin@stchadsprimaryschool.co.uk) who will deal with your questions/applications sensitively.