



FRIENDS OF PIXIES HILL PRIMARY

Charity Registration Number EW40266

PTA FUNDING REQUEST FORM

The Friends of Pixies Hill School PTA raises money to enable the school to pay for events, facilities or equipment outside the normal school budget, and therefore advance the education of the pupils. Furthermore, the PTA supports events that promote a friendly and social atmosphere between all pupils, staff, parents, governors and the local community.

To request funds please return this form to the PTA.

Funding Requested

Full Cost	PTA Cost	PTA %	Date funds are required

Benefits

Pupil Impact (Please tick as applicable)				
1 Class	2 Classes	KS1	KS2	Whole School

Requested by	Request Date

Signed

PTA COMMITTEE USE ONLY

Decision (Please tick as appropriate)

Approved	Declined	Deferred	Further information

Comments

--

Meeting/Discussion Date	Number of committee members present
-------------------------	-------------------------------------

--	--

PTA Signatory 1	PTA Signatory 2
-----------------	-----------------

--	--

PTA Chair	PTA Treasurer
-----------	---------------

--	--

Guidelines for PTA funding applications

Funds raised by the PTA are to enable the school to pay for events, activities or equipment outside the normal (core) school budget.

The PTA committee wants to ensure that funds are spent in an effective way that will benefit and support the children; and we also try to ensure that funds are spread evenly across the key stages. We want the funding application process to be as simple as possible, and wish to make children, parents/carers and staff aware of the following guidelines to applying for PTA funding.

A copy of the funding request form is available to download on the PTA section of the school website and should be passed to the PTA directly or via the school office. Each application will be considered at the **next PTA meeting** and needs to be approved by both the PTA and the school and then signed off by two PTA committee members and the committee Chair before funds are confirmed.

Additional Notes:

PTA funds are intended for events, activities and equipment 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 will be made within in the school budget for such items 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.