



# Teacher's guide to PTA spending allocation

The PTA has three pots of money to spend annually:



**POT 1**  
**50%**

### Central School Fund

The School uses this pot to spend on items which will enhance the school.



**POT 2**  
**25%**

### Termly ad-hoc Fund

Pot 2's annual allocation is divided into Autumn, Spring and Summer Terms. Approx £1,000 per term



**POT 3**  
**25%**

### PTA Projects Pot

This pot is used to fund projects that the PTA feels passionately about. The committee and attendees discuss and decide upon how this will be spent in our regular meetings.

As teachers you get a say in how **Pot 2** is spent.

In addition to the above, as teachers you can also decide on what to spend the following **annual** contributions on:

#### **Class Contributions** **£75**

Each class gets £75 a year to spend on any class consumables.

#### **Acorns Contribution** **£375**

The Acorns classes also get £375 to spend between them.

#### **Trips & Workshops** **£750**

KS1, LKS2 & UKS2 receive £750 for each group to spend on external trips and internal workshops you can decide which ones.

Please communicate any suggestions of how you would like to spend your class allocation and any ideas you have for trips and workshops for your Key Stage Group to the office staff, again it may also be useful to speak with your fellow teachers about potential ideas to ensure you are not doubling up.

#### **Annual regular contributions:**

Lend a Hand/Gardening  
**Up to £750**

School Council bid  
**Up to £250**

Year 6 leavers fund  
**£1,050**

Christmas Contribution  
(Tree, online panto, crackers)  
**£200**

We welcome funding requests in the first half of each term - from both parents, children and teachers. Please fill in a request form (available in the staff room or at the office - the exact amount available will be communicated each term) for consideration by PTA members at our next meeting.

Requests can be class/year group/key stage specific, or even cover the whole school - if there is something you think we can help with please ask.

We do try and split the PTA funding allocation as equally as possible across all year groups in school so everyone can benefit, so if you are unsuccessful it may be because funding had already been allocated in that year group - please feel free to ask again in the next term if this happens.

It may also be useful to speak with your fellow teachers about ideas they have had to ensure you are not doubling up or perhaps working out what can be divided or shared amongst Key Stage Groups.

The PTA would like to make you aware of these other contributions we make annually.