

PUPIL PREMIUM ACCOUNT – GUIDANCE

The parents of any student who is on Free School Meals during the current academic year will have access to a Pupil Premium Account maintained by school and available to cover a range of curriculum based activities and costs. The allocation for 2013/14 is £550.

It is for parents to decide how this fund will be used – examples of eligible expenditure are given in the *Frequently Asked Questions* section below.

When parents receive a request to make a payment via ParentPay, they should choose one of the following three options:

<i>Option</i>	<i>Action</i>
Pay the full amount in the normal way	Make a payment via ParentPay in the normal way
Use the Pupil Premium Account to pay the full amount	Send an email to finance@colytongrammar.devon.sch.uk giving the student's name and tutor group and indicating that you wish the full amount to be transferred from your Pupil Premium Account
Use the Pupil Premium Account to pay part of the cost and pay the balance in the normal way	Make the part-payment in the normal way and either use the "Contact school" tab in ParentPay or send an email to finance@colytongrammar.devon.sch.uk giving the student's name and tutor group and indicating that how much you wish to be transferred from your Pupil Premium Account

Parents can request an update on how much is left in their Pupil Premium account by contacting the Admin Centre on 01297 551810, or by sending an email to finance@colytongrammar.devon.sch.uk

To assist with your planning, the school will publish a list of likely events and visits for the coming school year as early as possible in the Autumn term.

...please see overleaf for Frequently Asked Questions about the Pupil Premium account

FREQUENTLY ASKED QUESTIONS

1. *What kind of activities are eligible for funding from the Pupil Premium account?*

The following list is not exhaustive but provides some examples of the kinds of activities which can, and cannot, be funded from the Pupil Premium account:

<i>CAN BE FUNDED</i>	<i>CANNOT BE FUNDED</i>
Voluntary contributions to school trips and activities during the school day e.g. Y8 Paignton Zoo Trip, drama workshops	Non-curriculum based trips such as the Ski Trip – the Pupil Premium fund is focused on raising attainment and has to be used to support curriculum based activities
Payment for other curriculum based visits/activities e.g. Y7 Residential, theatre visits	School lunches
Competitions where the student is representing the school e.g. Mock Trial	Optional items of PE kit e.g. hoodies, waterproof jackets, base layers, skorts
Up to six termly payments for lunchtime/after school clubs e.g. Gym Club, Badminton Club, Cookery Club	Leavers' hoodies, Year Book, Leavers' Ball
Music exam fees when arranged through the school	School photograph
Music lessons with Visiting Music Teachers at school	Music lessons with external teachers
Assisted Instrument Purchase Scheme (for musical instruments) for any student studying music at Key Stages 3 to 5, or participating regularly in a school music ensemble/group, or having lessons with a Visiting Music Teacher at school	
Enrichment activities such DofE, Ten Tors and Choir Tour	
Essential uniform purchases from school e.g. ties, badges, but not optional PE kit items	
Materials for classroom use e.g. Art Packs and materials, D&T project Packs, Food Enrichment Course costs	
Revision guides purchased from school	
Up to three exam re-sit fees per academic year	
Up to two university Open Day visits (travel, accommodation etc)	
Books to support study – students are encouraged to donate these books to the school library when they leave.	
From September 2014, up to 50% of the cost of school transport, to be paid on presentation of an invoice from the school transport provider	

2. *Can I use the Pupil Premium account to pay voluntary contributions for educational visits and activities during the school day?*

While a request for voluntary contributions is of course “voluntary” if parents are paying from their own funds, it is expected that these payments will be made from the Pupil Premium account if there is a balance available.

3. *Can I pay for the Ski Trip using the Pupil Premium account?*

No – the Pupil Premium grant is given to “support the raising of attainment for the most vulnerable pupils”, and so is only available for curriculum based, enrichment activities. The Ski Trip is a “leisure” activity and so does not qualify.

4. *What happens if there is subsequently a refund for an activity which I have paid for using both cash and the Pupil Premium account?*

Where a visit has been paid for in part by a transfer from an individual Pupil Premium account, then any subsequent refund up to the value of the Pupil Premium transfer will be returned to the Pupil Premium account, rather than being paid back in cash. Any refund in excess of the Pupil Premium transfer would be paid in cash.

5. *Can I carry-forward unspent Pupil Premium account funds from one academic year to the next?*

Unspent amounts cannot be carried forward – funds are allocated for one academic year only.

6. *What can I do if I disagree with a decision about the use of the Pupil Premium account?*

It is best to try and resolve any dispute by talking first with the school – please contact either the Headteacher or Business Manager. In the event of your concern remaining unresolved, please write to the Secretary to the Governors who will arrange for the Governors’ Appeals Panel to meet.