

PTFA Wish List Funding Group (WLFG) Policy

Function of group:

- To encourage the whole school community to participate in the enrichment of the children's daily experiences at school through the raising and spending of PTFA funds.
- To ensure that PTFA funds are utilised effectively and efficiently and for the benefit of the whole school.
- To coordinate the purchase, procurement and installation of items and materials agreed.
- To liaise with college on the suitability of requests and purchases.

Procedures:

1.0. Group participants

The WLFG should have at any one time at least one parent from;

- the kindergarten
- the lower school (classes 1-4)
- the middle school (classes 5-8)
- the upper school (classes 9-13)
- plus a minimum of one member of College or representative.

2.0. Decision making

- 2.1. The WLFG will reach decisions by consensus.
- 2.2. The WLFG will liaise with college to ensure that items and materials requested are appropriate and in line with the school ethos.
- 2.3. The WLFG will present the session's applications and initial decisions to the PTFA for approval.
- 2.4. Purchases may be assigned to one or two participant(s) of the WLFG who shall take responsibility for overseeing the purchase/installation etc. as well as liaising with applicant.

3.0. Application for funds

- 3.1. An application form will be available on the school website and from the school admissions office.
- 3.2. Applications will be made by submission of the application form by the end of the first half of Autumn, Spring and Summer terms.
- 3.3. Each application must include three quotes and a deadline for request.
- 3.4. Wish List Application Forms shall be submitted through Admissions Office or by e-mailing them to fundinggroup@rsskl.org .

4.0 Participation and Communication

- 4.1 A letter is to be sent to all teaching staff at the start of each year to ensure that everyone understands the procedure for applying for PTFA funds.
- 4.2 Notices to the parent body and wider school community will be placed in regular school communication channels.

- 4.3. The WLFG policy and downloadable Wish List Application Form will be published on the school website.
- 4.4. The wider parent body shall be informed of current projects and wish list items through regular school communication channels¹.
- 4.5. Some (larger) projects may require greater resources which may be raised by specific PTFA events. In these cases, the specific project or projects will be communicated to the rest of the school community through the normal communication channels.
- 4.6. All spending decisions shall be published via regular school communication channels.

5.0. Spending

- 5.1. Funding will be divided into the categories below with each application considered independent of each other.
 - Large scale (above £500)
 - Small scale (not above £500 GBP)
 - Miscellaneous items (not above £100)
- 5.2 £1000 shall be ring-fenced for specific PTFA events expenditures.
- 5.3. £7,000 shall be retained each term for an emergency budget. This sum can be altered each year depending on the funds available.
- 5.4. Requests may be made to the wider community for assistance in acquiring materials or installing items. This shall be done through regular school communication channels.
- 5.5 Existing agreed commitments will be given priority. A list of the existing agreed commitments can be found below (also available on the school website).

6.0 Meetings

- 6.1. The WLFG will meet at the beginning of the second half of each term to discuss applications and make decisions on spending.
- 6.2. PTFA will have the chance to feedback on WLFG decisions. The WLFG will attend the PTFA meetings to present the WLFG decisions for final approval.

7.0 Guidelines for applications

- 7.1 Items or projects must be for the benefit of the children.
- 7.2 All items or projects must be for use on the school premises.
- 7.3 Before submitting an application, especially when having any doubts regarding the application, we encourage people to consult a teacher or relevant staff member.
- 7.4 Not all requests will be accepted in a term, for different reasons but they could be reviewed at a later date. The WLFG will do its best to feedback on all applications, however we cannot always guarantee a detailed explanation of the decision in case there is a high number of applications.
- 7.5 The WLFG policy is a living document and can be amended with consensus.

¹ Website, Newsletter, PTFA Information Board, Parent Mail, Chalkboard.

Existing PTFA funding commitments:

Pastoral care group £ 1000 p/a

Items or projects partly or fully funded in the past by PTFA:

New Basketball hoops (1000+)

Theatre seating

Digital camera for the photography department

The ship

Vocal and instrumental music

Bass clarinet

4 free standing basketball hoops

Small glockenspiels

Blackboards for the classrooms

Class 2 play equipment

£1500 reading books for the lower school class rooms

Swing

£10,000 contribution towards the gym floor refurbishment

2 Alpha smart keyboards for the learning support department

3 tripod security lights for PTFA events

Refurbishment of Sistine Madonna picture in the theatre