

Duston Eldean Primary School



'TOGETHER WE GROW'

At Duston Eldean we encourage a creative, caring and respectful environment where the whole school community is happy, enthused and motivated. In developing a love for learning we sow the seeds of success.

Purchasing Procurement Charging & Remissions Policy

Signed: _____
Chair of Governors.

Dated: _____ **2023**

Signed: _____
Headteacher.

Dated: _____ **2023**

Date of Adoption: 24/04/2023
Frequency of Review: Annual
Review Date due: 24/04/2024



'TOGETHER WE GROW'

Purchasing, Procurement, Charges and Remissions Policy

Background

The Governors regard efficient and effective procurement as being central to the provision of appropriate resources within school. They require the Head Teacher to have in place efficient and effective processes that ensure that the procurement of goods and services is undertaken with economy of effort and achieves Best Value.

All staff involved in procurement shall have regard for the provisions of the Finance Handbook, any formal guidance given by the School Business Manager and the West Northamptonshire Council Financial Management Handbook (which can be found on the WNC website).

The Governors also recognise the school's place within its community both within the town and the county as a whole. As such consideration should be made towards sourcing goods, services & supplies as locally as possible. This not only supports the local economy but also fulfils a general sustainability agenda. However, Value for Money principles should always be taken into account.

(1) Suppliers

Appropriate validation of suppliers shall be undertaken to ensure that relevant technical qualifications are in place and that adequate insurance cover exists.

Whilst sales representatives may provide the opportunity for staff to view items, these offerings may not provide Best Value. Staff must not sign company order forms and sales representatives must be told that schoolteachers do not have authority to issue official orders.

(2) Ordering

Staff responsible for maintaining stocks of goods required will notify the School Business Manager when goods need to be ordered. The School Business Manager (or a delegated member of office staff) will raise an official purchase order at the point of ordering. This purchase order can only be signed and authorised by the head teacher.

The School Business Manager will keep internal operational arrangements under review and make recommendations for changes to this policy as required; otherwise, this policy will be reviewed as part of the annual overall review of Governors' policies.

(3) Contracting Requirements

Whatever purchasing arrangements are made the school should be able to produce documentation to verify the action taken, to the WNC Head of Finance and Audit (both internal and external).

In any event schools should provide a written specification when obtaining either quotations or tenders to facilitate comparison upon their receipt.

The procedure to be adopted depends on the value of the contract. Generally, the position is as follows:

Method of purchasing

a) Single purchases from £500 - £1000 in value.

The method of purchasing shall be at the discretion of the Headteacher.

The school shall obtain at least two written quotations confirmed by the supplier in writing.

b) Single purchases between £1000 - £20,000 in value.

The school shall obtain at least three written quotations confirmed by the supplier in writing.

c) Single purchases over £20,000 in value.

The school shall obtain competitive tenders.

(4) Contracts and Agreements

Contracts are formed between two or more separate legal entities and are usually drawn up by the client or school. Agreements, such as Service Level Agreements (SLAs) are usually drawn up (by the supplier) between two parts of the same legal entity.

An SLA should however be treated as a formal contract in most cases. This means that schools should be willing to negotiate the terms of each agreement, where possible and practicable.

A contract register will be maintained by the school business manager to allow transparency of agreements made, and should include start dates and expiration dates, values and notice periods.

(5) Periodic contracts

(i) The procedure for periodic contracts shall be as for single purchases and the estimated value of the contract shall be calculated by reference to the period of the supply.

(ii) In every periodic contract the school shall ensure that effective price review procedures are introduced.

(6) Documentation

Financial Regulations require that official orders are placed for all work, goods and services covered by this Code unless some other form of contract, approved by the WNC Head of Finance is to be used. Advice on suitable alternative arrangements is available both from Audit and the NCC Head of Finance.

(7) Value Added Tax

Local authorities are able to claim reimbursement from HMRC of Value Added Tax paid in purchasing goods and services other than passenger carrying motor vehicles. Therefore, it is essential that VAT is separately identified in all accounting records.

Please refer to the NCC VAT Section of the Financial Management Handbook for further details.

(8) Charging and Remissions

This charging policy has been compiled in line with DCSF requirements and in accordance with s457 of the Education Act, 1996.

(a) School Trips

- I. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum, although a voluntary contribution may be requested. (see paragraph 11)
- II. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. (see paragraph 15)
- III. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied up to the full cost of the trip

(b) Materials and books

Where a pupil or parent wishes to retain items produced as a result of practical lessons, a charge may be levied for the cost of the materials used. In the case of cookery, parents will be asked to make contributions towards the cost of ingredients. Textbooks are provided free of charge, but on occasion additional resources or revision guides for use at home are available, for which a charge is made.

(c) Music Tuition

Music Tuition is available through NMPAT. All charges to parents are paid direct to NMPAT. Pupil premium children can have the charge paid by school.

(d) Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

(e) Damage/Loss to Property

- I. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

- II. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

(f) Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

(g) Lettings

The policy and practice for lettings of the school premises outside of the core hours (*Mon – Fri 8am-6pm*) is governed by Amey under the PFI contract.

(h) Clubs held in School during Core Hours

An invoice can be sent to external club leaders to request a payment of **£15** per session for sessions of up to an hour. This will be issued at the beginning of the term (payment in advance).

(i) Other charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g., for providing a copy of an OFSTED report.

(j) Remissions

Parents of children who are eligible for pupil premium are exempt from paying the cost of board and lodging when partaking in residential.

- (9)** The Headteacher, Resources Committee or Governing Body may refund in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

- (10)** The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.