

Dear Children, Parents/Carers and Teachers

Allocation of TOPS Funds

Team Orange Parents Association (TOPs) raises money to enable the school to pay for events, activities or equipment outside the normal school budget. We aim to use this money to enrich school life for all children.

We are proud of the money we have raised to date and what it has been used for. In the last year we have raised money through fun activities including celebrating Mother's and Father's Day, Summer and Christmas Fairs and selling refreshments at school events. This money has been spent on things such as school play, music and cooking equipment; ground paintings; guided reading books for Reception; raising awareness for campaigns like Race for Life and Macmillan and much, much more.

We want to ensure that TOPS funds are allocated in the fairest way and that the process is as simple as possible. To this end we have created a **funding request form**, which is attached to this letter and will also be made available via the TOPS section of the school website.

If you have an idea for an event, activity or equipment request, which could be paid for by TOPS funds, then the process is as follows:

- Complete a funding request form
- Submit it to the TOPS team (directly by emailing TOPS@hayfieldcross.org.uk or via the school office)
- TOPS will discuss and make a decision at their next meeting (based on the amount of money requested and the number of requests we have received)

Please do speak to a member of the TOPS team if you have any questions about the allocation of TOPS funds.

Thank you again for your continued support.

Team Orange Parents (TOPS)



TOPS FUNDING REQUEST FORM

Treasurer use only

Request No:

Received:

Approved Meeting Date:

Cost:

TOPS raises money to enable the school to pay for events, activities or equipment outside the normal school budget. This money helps to enrich school life for all children. **To request funds please return this form (see guidance notes) to the TOPS team.**

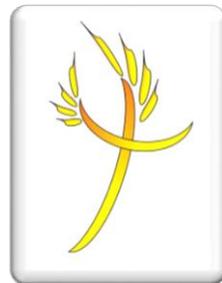
NAME :

CONTACT EMAIL:

WHAT THE FUNDS WOULD BE USED FOR & JUSTIFICATION:

DATE WHEN THE FUNDS ARE NEEDED:

COSTS:



FUNDING DECISION (TOPS COMMITTEE ONLY)

Decision	Comments/Next steps
Approved	
Declined	
Further information required	
<p>Meeting date: _____ Number of TOPS committee present: _____</p> <p>TOPS Chair/Vice Chair Signature: _____</p> <p>TOPS Committee Member Signature: _____</p>	

Guidelines for TOPS funding applications

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

The TOPS 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 phases. We want the funding application process to be as simple as possible, and wish to make children, parents/carer and staff aware of the following guidelines to applying for TOPS funding.

Guidance on completing the funding request form:

Name	Person making the application and connection to the school
What funds will be used for and justification	Brief description of what the funds would be spent on and how the school/children will benefit. Please provide a justification for why funds should be spent on this request.
When funds are needed	Particularly if funding is required by a particular date
Costs	Include: any supporting documents e.g. quote from an entertainer any ongoing costs, if applicable amount requested from the TOPS (whole or part of the cost) confirm other costs are secure if requesting part of the total funding cost.

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

Additional Notes:

TOPS 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 TOPS funds, which cannot be guaranteed.

In special circumstances, core items that would ordinarily be funded by the normal school budget could be approved for TOPS 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 TOPS team 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.