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# SAINT NICHOLAS SCHOOL

## EXPENSES POLICY

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*Note: This policy applies to all sections of the school including EYFS*

Reviewed September 2014

Review Date September 2017

### 1. INTRODUCTION

At Saint Nicholas School we accept that additional expense can be incurred for a range of different reasons. These will range from expenses incurred by travelling to a range of different locations on the schools behalf to purchasing small items to enhance teaching and learning. The aim of this policy is to give employees of the school clear guidance on claiming any expenses they may incur on the school's behalf.

### 2. ITEMS THAT CAN BE CLAIMED FOR

At Saint Nicholas School we accept a wide range of expenses claims that we feel are valid. For this reason it is important that a member of staff checks with a senior member of staff before they incur any personal expense that may not be validated by the school. Any amount over £20 should be validated before, if possible, any transaction or payment is made. **All expenses claims must be accompanied by a valid receipt; expenses will not be paid without a receipt as evidence of purchases made.**

### 3. TRAVEL EXPENSES

If a member of staff makes a journey on the school's behalf which is outside their normal journey to and from the school they can claim travel expenses. If a journey is made by car, a member of staff can claim for petrol expenses. This is currently 40p per mile for the first 150 miles and then 25p per mile for any distance that exceeds 150 miles. Journeys by train or bus can also be claimed for but a member of staff must produce a valid train or bus ticket as evidence of their journey. **Train or bus journeys must be at standard rate fares, first class or business class fares will only be reimbursed at standard fare rates.**

Long journeys which may incur a cost of over £50 must be validated before any ticket or journey has been made.

### 4. SUSTENANCE EXPENSES

When staff make journeys on behalf of the school to attend a course or lead an off-site activity or trip there may well be a cost implication regarding sustenance. Saint Nicholas cares about the welfare of its staff and recognises its responsibility to provide reimbursement for sustenance if required. For this reason the following sustenance expenses can be claimed for:

- **Over 3 hours worked £2.50**
- **Over 5 hours worked £5.00**
- **Over 10 hours worked £10.00**

The expenses above can also be claimed for parent helpers who have accompanied a trip or activity.

### 5. SMALL ITEM PURCHASES

Small perishable items such as cooking ingredients or other essential items bought in small quantities, up to £20, can be claimed for without validation. Staff members claiming expenses below £20 should fill in an expenses claim form, available from reception, and submit this to the school receptionist.

### 6. GIFT AND OTHER RELATED EXPENSES

Saint Nicholas is a family school which prides itself on its pastoral care for both its staff and students. There are often occasions during the school year where a member of staff may wish to purchase a small gift or card for a pupil or another member of staff. For example a pupil may be severely unwell or a member of staff may be having a baby and it may be appropriate for a small gift or card to be purchased. In instances such as these expenses up to a maximum of £5 can be claimed.

Christmas or Easter gifts for large groups/classes of pupils cannot be claimed for.

## **7. VALIDATION**

Expense claims can be validated by either the Headmaster, deputy head or head of a section. A claimant must first seek permission, if the amount is above £20, and a validation signature must be acquired; only expense forms validated by signature from one of these persons will be reimbursed.

## **8. ITEMS THAT CANNOT BE CLAIMED FOR**

The school is a working environment and because of this cannot be held liable for any damage to clothing or items brought into school. Dry cleaning, any damage to clothing or to footwear cannot be claimed for by staff members. Items brought from home that suffer damage can also not be claimed for.

## **9. PETTY CASH**

The school operates a petty cash system for small expense claims under £10. This system allows staff members, who have used their own funds to purchase an item for use in school, to receive a cash reimbursement. Amounts over £10 will be reimbursed via a BACS transfer which will be paid directly into their account.

## **10. RESIDENTIAL TRIP EXPENSES**

At Saint Nicholas School we value the time and commitment staff are prepared to put in to enrich the curriculum for pupils. Residential trips, when pupils are taken off-site for overnight stays, are an important part of our learning provision and for this reason all staff who accompany such trips are entitled to a £15 per day expense allowance.

Other expenses incurred on residential trip can only be sanctioned by the trip leader and all receipts must be kept and validated.

## **11. ADDITIONAL HOURS**

At Saint Nicholas School teaching staff are offered a generous amount of non-contact time to complete their job to the best of their ability. The school however does accept that a vocational job like teaching is very time consuming and staff regularly work long hours to ensure that pupils get the very best learning experience possible. Unfortunately these hours can never be reimbursed financially.

### **11.1 Additional Hours that can be claimed for**

On occasions the Headmaster or Deputy Head may wish a member of staff to complete a task which falls outside of their working hours and contractual obligations. On occasions of this nature it is only right that a member of staff be paid for any additional hours they work to complete said task. The claimant will need their claim validated by the signature of either the Headmaster or Deputy Head.

### **11.2 Parents' Evening**

Attending parents' evenings are an intrinsic part of a teacher's job and Saint Nicholas School expects all staff, whether they are part-time or full-time, to attend these evenings. For this reason additional hours cannot be claimed by any member of staff for attending these events.

### **11.3 After school clubs**

All staff are expected to run at least one extra-curricular school club as part of their directed time. It is for this reason that an additional hours payment cannot be claimed.

### **11.4 Open Mornings and Speech Day**

It is an expectation of the school that all staff attend open Mornings and Speech Day these cannot be claimed for as additional hours

### **11.5 School Trips and Visits**

Enriching the curriculum for pupils by arranging off-site visits or trips is highly valued by the school and are an important part of the hidden curriculum of the school. Unfortunately staff cannot claim for any additional hours that may be spent leading or accompanying a trip or visit.

Some specialised trips or visits may require a staff member to hire a costume or outfit so they can fulfil criteria set by the trip or visit organiser. An example of this is the Kentwell Hall trip which requires all adults to dress in Tudor clothing. To support staff members attending trips or visits of this nature the school will provide a maximum contribution of £20 towards any hire costs incurred.

## **12. MISCELLANEOUS EXPENSES**

There may be occasions when a staff member incurs an expense not covered by the policy and may wish to make a claim. On occasions such as these it is imperative that the staff member seeks validation for their claim from either the Headmaster or Deputy Head.

## **13. FALSE EXPENSE CLAIMS**

Saint Nicholas School takes fraud very seriously and any false expense claims made will be treated as an act of gross misconduct and could result in instance dismissal.