

Funding for exceptional costs associated with coronavirus - summary of published guidance

Below is a summary of the key points of the published guidance. Please read the full guidance by following the link below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>

Introduction

Schools who incur additional costs as a result of the coronavirus (COVID-19) outbreak and are not be able to cover these from their existing resources can make a claim to recoup these costs.

This funding is available for all state-funded mainstream and special schools

Limitations of the support available includes:

- Funding will be available to cover costs relating to specific items, see below.
- Funding will be available to schools that are unable to meet the additional costs from their existing resources or will mean they draw on their reserves and compromise their long-term financial sustainability.
- Schools shouldn't make a claim if it means they will add to their reserves in FY2020-21.

Schools should make the necessary payments from their existing budgets and record these in line with local finance policies.

Further guidance will be published in June with details of the process of reporting details of additional costs with DfE. Reimbursements will be processed and payments made direct to academies, or to local authorities for maintained schools.

Schools can claim for additional costs related to:

1. *increased premises related costs* (including utilities and resources needed to keep the school open, such as hygiene services) associated with keeping schools open during the Easter and/or summer half term holidays, for vulnerable children and the children of critical workers, over and above the costs that schools would have faced in other circumstances
2. support for free school meals (FSM) for eligible children who are not attending school, where those costs are not covered by the FSM national voucher scheme - this covers:
 - a. costs to schools arising before the introduction of the national voucher scheme
 - b. costs where schools are providing free meals to children for whom the national voucher scheme is inappropriate (for example, because there are no participating supermarkets locally or schools are providing meals directly)
3. *additional cleaning* – required due to confirmed or suspected coronavirus (COVID-19) cases, in line with COVID-19: cleaning of non-healthcare settings, over and above the cost of existing cleaning arrangements

If a school faces other, extraordinary costs to deliver appropriate support to their pupils through this period that are not covered by the list above and cannot be met by existing budgets, they should contact DfE.CoronavirusHelpline@education.gov.uk .

Record keeping

Schools should keep records of all expenditure relating to coronavirus (COVID-19) under the 3 categories above. The table below template for recording all expenditure related to coronavirus.

All financial records should be kept in line with usual financial management practices.

<u>Supplier</u>	<u>Invoice No.</u>	<u>Document Ref</u>	<u>Date</u>	<u>Description on Invoice</u>	<u>Value Ex VAT</u>	<u>Comment</u>

The document reference is the internal document number used by the school's finance system so that the original document can be found quickly if needed. The comment column should explain why this is a cost over and above the school's normal operating costs.

Limits for schools - schools can claim up to the limits below

Mainstream schools

250 pupils or fewer £25,000

251 to 500 pupils £30,000

501 to 1000 pupils £50,000

Over 1000 pupils £75,000

Special schools and alternative provision

All schools £50,000

Pupil numbers will be defined by the following data:



- 2 to 4 year olds – headcount of funded places from January 2020
- 5 to 16 year olds – headcount from October 2019 census
- 16 to 19 year olds – pupil numbers from 2019 to 2020 academic year allocations