**Agreed at the HSA meeting on 15 January 2013**

**Purpose of the HSA**

We have 2 purposes of equal importance. Firstly, we raise money to help fund activities and equipment that the school isn’t able to fund from its normal budget. We also provide social opportunities and fun activities for us all to enjoy together, helping to promote the family and community atmosphere that is so important to our childrens’ experience of school.

**Funding Principles**

When considering projects to fund we will:

* consult parents, carers and staff through discussion, inviting comments and publicising our proposals for “big” projects to fund
* aim to fund a mix of projects in any one year that support a range of school and extra-curricular activities
* be clear, open and fair in the process;

**Guidelines**

Priority will be given to projects which:

* Cannot be funded out of the annual school budget
* Benefit the maximum number of pupils (either immediately or over time)
* Are supported by the head teacher
* The committee feels will have the support of the majority of parents and staff.
* Won’t otherwise be funded

The expectation is that, for larger projects, funding from other sources has been pursued prior to an application being put to the HSA.

**Application process**

Funding applications can be submitted by staff or parents using the application form which is available online or through the school office. Applications will be considered at an HSA committee meeting or, exceptionally, by the HSA officers.