



St Martin and St Mary C of E Primary School

FINANCE POLICY

Approved by	
Name	Reverend James Richards
Position	Chair of Staffing and Finance Committee
Signed	
Date	1 st September 2025
Review date	September 2027 (2 years)

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	2018
2	Updated in line with Code of Conduct, Safeguarding Policy etc.	September 2021
3	Annual update	October 2022
4	Annual update	October 2023
5	Annual update & change of personnel	October 2024
6	Annual update and change of personnel	September 2025

If you require this document in another format; i.e. easy read, large text, audio, Braille or a community language, please contact the school office.

Tel: 015394 43622

Mail: admin@windermere.cumbria.sch.uk

Our School Vision and Values

As a Christian school, St Martin and St Mary is an inclusive and happy community; nurturing confidence, a thirst for learning and resilience in a safe loving environment. Our priority is developing the whole child spiritually, emotionally, physically and academically to live the most rewarding life.

'Life in all its fullness' John 10.10

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. The aim of this school is to provide a rich, broad and balanced education within a caring and stimulating Christian environment, serving the whole school community. To create an environment in which learners are encouraged to fulfil their potential and make a positive contribution to their society.

Friendship Love Forgiveness Trust Honesty Faith

At St Martin and St Mary these are the Christian values that are the most important for our school. These values help make our school a great place to be.

Contents:

Statement of intent

1. Governor responsibilities
2. Headteacher responsibilities
3. Staffing and Finance committee responsibilities
4. School business manager responsibilities
5. Other members of staff responsibilities
6. Internal financial controls
7. Financial planning
8. Virements
9. Monitoring
10. Income
11. Lettings
12. Payroll
13. Staffing
14. Governor payments
15. Contracts
16. Purchasing
17. Leases
18. Assets
19. Insurance
20. Petty cash
21. The school business charge card
22. Charging for school activities
23. School Meals
24. Pupil premium
25. School forums
26. School premises
27. Financial irregularities
28. Retention of records and data protection
29. Monitoring and review

Statement of intent

At St Martin and St Mary C of E Primary School, the governing body is committed to ensuring sound financial controls are in place and that all expenditure is in line with best value principles.

All staff and governors are required to comply with this Finance Policy, which sets out the framework within which the school conducts its finances.

All parties concerned are expected to be aware of their responsibilities with regard to sound internal financial controls. The implementation of the following practices and procedures will ensure that funds are efficiently used to enhance pupils' education.

Aims

- All procurement arrangements will achieve value for money.
- There are sound procedures in place for administering payroll and personnel matters.
- All income is identified, and all collections receipted, recorded and banked promptly.
- The school will be adequately insured against exposure to risk.
- The use of petty cash is tightly controlled.
- The school will provide training in financial administration to members of staff.

1. Governor responsibilities

- 1.1. The governing body has overall responsibility for the management of the school's delegated finances, including the setting of the school budget, which will be spent according to the Cumbria LA's scheme for financing schools. Specifically, it will be spent:
 - For the purposes of the school (usually for the educational benefit of pupils).
 - For the benefit of pupils in other schools.
 - To provide community facilities or services.
- 1.2. The governing body will make sure its budget is reflective of the school's educational objectives, and that it is linked to the School Development Plan (SDP).
- 1.3. The governing body is responsible for developing a financial plan which establishes best value principles. This may be done by:
 - Using the information gained to challenge performance and set new targets.
 - Using financial benchmarking to compare expenditure across similar schools.
 - Using performance data to compare attainment across similar schools and against all schools nationally.
 - Consulting parents on policy developments and major changes in the use of resources.
 - Ensuring resources and contracts for goods and services are secured in the most economic and efficient way, by using fair competition through quotations and tenders.
- 1.4. The governing body will demonstrate compliance with the value for money requirements of their Dedicated Schools Grant, through the annual submission of the Schools Financial Value Standard (SFVS).
- 1.5. The governing body will review all financial information provided to them to ensure spending is in line with projection.
- 1.6. The governing body must ensure that pupil premium and the PE and sport premium funding, is being spent on improving participation and attainment for eligible pupils.
- 1.7. The governing body must consider advice from the Headteacher, school finance committee and/or the Senior Finance Administrator and Senior Administrator with regards to financial matters, including when considering the SFVS.

- 1.8. The governing body is collectively required to keep, and update, a register of pecuniary interests annually. Each governor and attendees will declare any interests at the beginning of any governors' committee meeting.
- 1.9. The Staffing and finance committee will meet every term and report to the governing body. Approved decisions are recorded in the minutes.

2. Headteacher responsibilities

- 2.1. The Headteacher is responsible for implementing the decisions of the governing body.
- 2.2. The Headteacher is responsible for examining the long term objectives for the school. Likely income and expenditure will be assessed with the SFA/SA to formulate a budget plan. A detailed plan will be produced for submission to the staffing and finance committee for consideration. An approved budget will then be submitted to the governing board for approval.
- 2.3. The Headteacher will advise the governing body and provide the required information that assists them with developing the school's financial plan and the annual budget.
- 2.4. The Headteacher is responsible for ensuring that all monies controlled by the school are handled in accordance with LA regulations and sound financial practice.
- 2.5. The Headteacher is responsible for overseeing staff dealing with finances and ensuring that procedures are carried out accurately.
- 2.6. The Headteacher will make periodic and random checks of procedures.
- 2.7. The administration of financial procedures may be delegated to the Staffing and finance committee/Senior Administrators or other members of staff, and the details of this delegation will be recorded in the Finance Policy.

3. Staffing and Finance committee responsibilities

- 3.1. The governing body has delegated responsibilities to the Staffing and finance committee in the following areas of financial management:
 - Assist towards creating a three-year budget plan which is clearly linked to the SDP.
 - Maintain and review the Finance Policy annually, and agree levels of delegation for approval by the governing body and record this in the Finance Policy.
 - Keep in-school financial procedures under review.
 - Contribute towards strategic planning of finances.
 - Assist with the annual budget for approval by the governing body.
 - Tendering for contract services.
 - Routinely monitor the financial position of the school.
 - Authorisation of any virement over £10,000.
 - Review a Pay Policy for approval by the governing body –delegated by the Governing Body to the Pay Committee
 - Endorse decisions in respect of service agreements and insurance.

4. Senior Finance Administrator (SFA)/Senior Administrator (SA) responsibilities

- 4.1. The SFA/SA will provide reports on current school accounts to the Staffing and finance committee/governing body.
- 4.2. They will make sure that orders, invoices and other financial documents are processed according to established procedures.
- 4.3. They are responsible for checking the accuracy of information and providing regular reports to the Headteacher and governing body.

Friendship Love Forgiveness Trust Honesty Faith

- 4.4. They are responsible for the office computer system and all financial and personnel papers, including preparation of prime documents. They will ensure that only authorised staff members have access to personnel files and arrangements to access their own files are in place.
- 4.5. They are responsible for maintaining a list of all assets.
- 4.6. They will maintain a list of all bank and building society accounts and the signatories for each.
- 4.7. They will check and reconcile monthly bank statements and look into possible errors. Online banking facilities are available to authorised signatories and monthly statements are available for reconciliation.
- 4.8. They keep financial stationery securely in the office. Completed documentation is archived in line with the Records Management Policy.
- 4.9. They will advise the Headteacher on matters of financial administration.

5. Other members of staff responsibilities

- 5.1. Members of the teaching and non-teaching staff are encouraged to alert the Headteacher or governing body if areas of concern arise in respect of the school's financial affairs.

6. Internal financial controls

- 6.1. To ensure sound financial control, school monies are to be properly monitored in accordance with the requirements of Cumbria LA and the principles below:
 - The person requiring a product or service will raise an internal order.
 - The Headteacher will check the budget and authorise the raised order.
 - The SFA/SA will process the order and admin staff will sign for the receipt of goods.
 - Goods received will be checked against each order by the person requiring them.
 - The SFA will process the invoice and update the accounts.
 - Authorised signatories will be provided by the Headteacher, the deputy Headteachers, the senior administrator and senior finance administrator.
 - All school cheques will have two signatures. Cheques will not be pre-signed and only manuscript signatures will be used. All BACs payments will be authorised by two of the signatories. Debit cards will need to be approved by 2 signatories.
 - We do not keep any card details on our systems within school as they are dealt with by Vesta Merchant Services, the school payment provider and Tucasi the finance system provider who both have procedures and policies in place for this data.
 - Any direct debits are only to be set up with the approval of the Headteacher and to be agreed by another signatory.
 - All debit card payments are to be completed and then signed off by another signatory.
 - Provided that the overall budget allocation is not exceeded, the Headteacher may authorise unavoidable expenditure (e.g. energy costs) that exceeds budget allocation. However, she will inform the governing body and finance committee when the variance is in excess of £1000.
 - The school will not enter into financial agreements with loan agreements or capital implications without the prior approval of the LA or appropriate body.
 - Accounting records will be securely stored and only authorised staff will have access to them.
 - Monies kept in the school will be secured safely in a locked safe and not exceed £1000, in the school office.
 - Cash is not to be counted in locations open to view.
 - Postage stamps are purchased as required.
 - The school does not cash personal cheques.
 - The Headteacher must be notified immediately of any financial losses.

Friendship Love Forgiveness Trust Honesty Faith

6.2 Signatories for bank accounts:

Name	Position	Main a/c	School fund	PTA	John Braithwaite Trust	St Mary's Head teacher Account
Louise Swindlehurst	Headteacher	√	√		√	√
Lisa Stephenson	Deputy Headteacher	√	√			
Susan Britton	Deputy Headteacher	√				
Emma Graham	Senior Finance Administrator	√	√			
Helen Harrison	Administrator		√			
Amy Thompson	Governor Chair of PTA			√		
James Richards	Governor	√			√	√
Victoria Bolton	PTA			√		

7. Financial planning

7.1. The base budget includes a list of guaranteed items, including:

- The value of any contracts awarded by the school.
- Appropriate numbers of teaching staff.
- Non-teaching assistants, including office staff, and other staff at an agreed level including midday supervisors, catering staff and janitorial/cleaning staff.
- Supply cover to an expected level.
- Building requirements as set out in the SDP.
- Insurances as agreed by the governors.
- Energy units based on the previous year's figures and the inflation element.
- Any other commitments.

7.2 Monitoring and planning

- A three-year budget is planned by the Senior Administrators/Headteacher for consideration by the staffing and finance committee in February/March
- An agreed budget is presented to the Governing body for approval in May
- A revised budget is prepared for October submission
- Once the pay awards for staff have been agreed, the Pay committee will approve payments to staff and any changes to be notified to SLRP HR and Payroll

8. Virements

8.1. When virements need to be carried out, they will be minuted appropriately and require the following authorisation:

- Virements up to £30,000 – the Headteacher, reported to the finance committee.
- Virements from £30,000 - £100,000 – the finance committee.
- Virements in excess of £100,000 – the governing body.

9. Monitoring

Friendship Love Forgiveness Trust Honesty Faith

- 9.1. Income and expenditure are regularly monitored against the agreed budget for the year.
- 9.2. The Headteacher and Senior Administrators will carry out a monthly internal monitoring procedure.
- 9.3. They are required to report on finances to the governing body at half-termly meetings.
- 9.4. Quarterly Consistent Financial Reporting returns are completed and sent to Cumbria LA.
- 9.5. Monthly bank reconciliations are submitted to Cumbria LA for the main budget account, together with a copy of the bank statement, a report of income and expenditure and a list of unreconciled items for the current month.
- 9.6. Annual SFVS returns are sent to Cumbria LA.
- 9.7. They will cooperate with Cumbria LA's audit regime.

10. Income

- 10.1. All income will be recorded at the point of receipt in a form approved by the Headteacher.
- 10.2. Official receipts will be made out for all official income when it is received.
- 10.3. Personal cheques will not be cashed from income.
- 10.4. Bank Deposits: Each paying in slip is numbered to ensure correct reconciliation. An arrangement with the Cumberland Building Society is in place where monies are deposited in sealed, named bags before 3.00pm and the Society agrees to count the money deposited before the end of the working day. Receipts are provided for each deposit. Any discrepancies are reported to school before the end of the working day.
- 10.5. An online payment facility is provided for parents and staff. This is managed by VMS via the Tucasi School Cash Office system. All funds are paid into School Fund and checked weekly by the senior finance administrator. Payments relating to the main budget account are transferred on a quarterly basis. The transfer of funds is authorised by two of the signatories of the account and the report is signed.

11. Lettings

- 11.1 The Governors will have the discretion to hire out all or part of the premises to local and community groups. A basic hire charge will be agreed and must cover the costs of the school.
- 11.2 A copy of the Lettings Policy and Lettings Agreement will be sent to the prospective hirer and a Lettings application must be submitted prior to the start of the Letting for approval.
- 11.3 The hirer must produce current insurance documents prior to the letting.

12. Payroll

- 12.1. The payroll provider at St Martin and St Mary C of E Primary School is South Lakes Rural Partnership. Routine functions associated with the payroll are delegated to SLRP:
 - Tax returns to HMRC, pensions return to Teachers Pensions and the Local Government Pension Scheme for non-teaching staff are completed by SLRP
 - SLRP provide the school with wage slips, full pay report, full pension report and other relevant details on a monthly basis.
- 12.2. The full pay report is used to complete the staffing calculator and employer costs spreadsheets. These are used to monitor total staff costs and additional costs for supply in line with budget planning. Supply costs are then broken down into the areas planned e.g. cover for absence, training etc.
- 12.3. The Headteacher/SA sign off the monthly payroll reports once they are checked for accuracy by the SA.
- 12.4. Access to personnel and payments records is restricted to staff members directly involved in the administration of these functions. All computer records are password protected.
- 12.5. Staff Expenses.

Refunds of non-taxable expenses may be made by SLRP on receipt of an authorised claim form and receipt. Travel costs are paid at the rate agreed by the governors, usually the rate allowed in line with HMRC regulation.

13. Staffing

- 13.1. The Headteacher has responsibility for overseeing personnel matters and the SA is responsible for preparing documents relating to the appointment, departure and payment of staff.
- 13.2. The Staffing and Finance Committee has responsibility for appointments. The Staff Dismissal Committee has responsibility for disciplinary and grievance matters.
- 13.3. As part of the annual budget, the staffing structure and its affordability will be reviewed and the outcome considered by the governing body and minuted.
- 13.4. The Headteacher is responsible for approving the monthly timesheets and overtime payments by cross-referencing the Pay Policy.
- 13.5. An annual review of teaching salaries, in accordance with the STPCD, is also carried out in line with the Pay Policy by the Pay Committee which has delegated powers from the governing body. The findings are submitted to the full governing body for approval.
- 13.6. The Headteacher will report termly on staff absence and sickness to the staffing and finance committee of the governing body who will decide on appropriate action if required.
- 13.7. Any other staff requirements with detailed costs are to be submitted to the governing body at the start of each educational year and when additional staff are employed.

14. Governor payments

- 14.1. Governors will not be paid for their services to the governing body (unless the Secretary of State believes this is in the best interests of the school following intervention).
- 14.2. Governors may be paid for goods/services, provided that doing so does not constitute a conflict of interest.
- 14.3. The school will pay an allowance or expenses to its governors and any associate members, where costs, such as travel and childcare, are incurred in the performance of their duties.
- 14.4. In accordance with the Education (Governors' Allowances) Regulations 2003 governors or associate members may not be paid an attendance allowance or for any loss of earnings incurred through the attendance of meetings.
- 14.5. Governors who wish to make a claim, once prior approval has been granted, should complete a claim form, (obtainable from the school office) attaching receipts and returning it within two weeks of when the expenses were incurred. The completed claim will then be submitted to the staffing and finance committee for final approval.

15. Contracts

- 15.1. A contract refers to a signed agreement for the provision of goods and/or services over a period of time. The procedures with regard to contracts are:
 - All contracts will be made in writing and be approved by the staffing and finance committee and governing body.
 - Any contract in excess of £100,000 will be examined and referred to the full governing body at the next meeting.
 - With any proposed contract, quotations will be obtained depending on the value of the contract.
 - All contracts will:
 - Specify the subject matter, price, contract period, contract specification and terms of payment.

Friendship Love Forgiveness Trust Honesty Faith

- Contain a clause permitting cancellation when there is a failure to meet contractual terms.
- Require compliance with any British Standard specification code.
- Indemnify the school against any claim which may be made in respect of personal injury to any person due to negligence by the school and against any claim for damage due to negligence of the contractor, and the contractor shall provide evidence of insurance against such claims.

16. Purchasing

- 16.1. All staff will comply with the procedures for purchasing items.
- 16.2. The Headteacher or one of the deputy Headteacher authorise all orders and invoices prior to payment. An official order is printed for signature and then sent to the supplier, filed and used for delivery checks. For ongoing contracts or confirmation orders, invoices are entered on PSF. These are stamped with a reference and payment date for signature prior to payment. Orders and invoices are filed in numerical order.
- 16.3. For orders in excess of £10,000 but less than £50,000, three written quotations will be obtained and submitted to the staffing and finance committee for approval to proceed. These will also be reported to the governing body.
- 16.4. Orders above £50,000 will be minuted at the governing body meeting to ensure that the school is seen to obtain value for money with regard to its purchases.
- 16.5. Payments for goods and services are made by the SFA/SA using the PSF finance system. Invoices are processed for BACs/cheque payment. A BACS report run from PSF is then signed and passed for signature to another authorised signatory. The details are entered on the bank account and the payment is authorised by two of the signatories on the account. A transaction report is printed and signed. Cheques are handwritten for signature by 2 or 3 nominated signatories of school budget account. A cheque run report is produced for signature by 2 or 3 nominated signatories. A cheque report is printed from PSF and signed by the signatories of the cheque.
- 16.6. VAT is reclaimed quarterly by the SFA/SA by submission on the portal. A report is run from PSF to show the quarterly totals.

17. Leases

- 17.1. The school will not enter into lease/purchase agreements without the prior approval of the staffing and finance committee. Lease agreements are also submitted to Legal Services for checking prior to signature.

18. Assets

- 18.1. The Senior administrators will maintain an asset register containing all portable and desirable school assets with a value exceeding £1000.
- 18.2. The register will be checked annually by the Headteacher, and reported to the staffing and finance committee.
- 18.3. The write-off and disposal of assets with a value below £1,000 may be authorised by the Headteacher. Any items above this value will be referred to the staffing and finance committee for approval.
- 18.4. Assets to be disposed of will be checked against the inventory followed by ethical disposal.

19. Insurance

- 19.1. The school is insured for content and personal liability under the following Insurance Policy: Zurich Municipal Insurance.

20. Petty cash

- 20.1. Petty cash is held securely and the limit is £50.
- 20.2. Petty cash transactions should be kept to a minimum and the maximum value for one transaction is £15.
- 20.3. All staff members are required to obtain VAT receipts wherever possible.

21. The school business charge card

- The school currently has a debit card for the Main account and the School Fund Account. These are in the name of the school and are administered by the Senior Finance administrator and the headteacher.
- Personal credit cards must not be used for the purchase of products for the school.

22. Charging for school activities

- 22.1. The school may invite voluntary contributions for activities from parents/carers. When doing so, the school will make it clear that these contributions are voluntary, and that pupils' participation in the activity is not dependent on whether the parent/carer contributes. Support for cases of hardship will come through fundraising or special grants. Parents who qualify for support are those entitled to Income support, Income based jobseekers allowance and other relevant benefits.
- 22.2. The school **will not** charge for the following:
 - Admission applications
 - Education provided during school hours, or outside school hours if it is part of the national curriculum including religious education
 - Instrumental or vocal tuition which is part of the National Curriculum
 - Entry for a prescribed public examination or for resits
 - Transporting pupils to or from school premises, where the LA has a statutory obligation to provide the transport
 - Transporting pupils to other premises where the governing body or LA has arranged for pupils to be educated
 - Transporting pupils to meet an examination requirement
 - Education provided on any visit that takes place during school hours, or outside school hours if it is part of the national curriculum, the syllabus for a prescribed examination, or religious education
 - Supply teachers to cover for teachers accompanying pupils on visits
- 22.3. The school may charge for the following:
 - Materials, books, instruments or equipment, where the pupil's parents desire him/her to own them
 - Optional extras for instance Early Morning Club, After School Club, some dance or sports clubs, performances by travelling theatres, environment groups
 - Residential visit costs for transport, board and lodging and the cost of specialist tutors
 - Transport or entrance fees for an educational visit
 - Musical and vocational tuition (in certain circumstances)
 - Certain early years provision [primary schools only]
 - Community facilities
 - Board and lodging (but the charge will not exceed the actual cost)

23. School meals

School Meals are provided on a daily basis, cooked on site via Dolce Ltd who provide the lunch catering.

Friendship Love Forgiveness Trust Honesty Faith

- Universal Free School Meals: allows school to provide a cooked meal for all children in KS1 –Reception, Y1 and Y2.
- Nursery and Pre-School children can opt to have a chargeable school meal on days when they are in school.
- KS2 children can choose which days to take a meal.
- Charged Meals: Parents can pay for these meals via School Grid for Dolce Ltd and must pre-pay for lunches prior to them being taken. School Grid, Dolce and School reserve the right to withdraw meals if accounts are not settled.
- If children are entitled to Free School Meal's the school will be notified by Westmorland & Furness County Council.
- The staffing and finance committee will monitor school meals at least annually and determine the charges to be made.

24. Pupil premium and PE Sports Premium

- 24.1. The governing body will ensure that pupil premium funding is spent on improving attainment for eligible pupils, and will publish online:
- The amount of the school's allocation from the pupil premium grant for the current academic year.
 - How it is intended that the allocation will be spent.
 - How the previous academic year's allocation was spent.
 - The impact this expenditure has had on the educational attainment of pupils who were allocated the pupil premium.
- 24.2. The governing body will ensure that service premium payments are spent on improving attainment for eligible pupils.
- 24.3. The governing body will ensure that the PE and sport premium is spent on improving participation and attainment for eligible pupils, and will publish online:
- A full breakdown of how it has been, or will be, spent.
 - The impact that the school has seen on pupils' PE and sport participation and attainment because of the premium.
 - How improvements in PE and sports participation and attainment will be sustained.

25. School forums

- 25.1. The governing body and the Headteacher will cooperate with the LA with the election of members to Cumbria LA's schools forum.
- 25.2. The governing body and the Headteacher will, where it is within their limits, cooperate with any direction from the schools forum, in relation to the expenditure of the school budget.

26. School premises

- 26.1. The governing body will be clear about who owns the land and buildings from which the school operates, including any leaseholds.
- 26.2. The governing body will ensure that the school meets the minimum standards for toilet and washing facilities, medical accommodation, health, safety and welfare, acoustics, lighting, water supplies and outdoor space, as outlined in relevant regulations.
- 26.3. The Fabric Committee has delegated responsibility for the school premises. They meet each half term and report to the Governing board.
- 26.4. The school buildings are protected by a burglar alarm system.
- 26.5. The main key holders approved by the governors are:

Friendship Love Forgiveness Trust Honesty Faith

Nicola Dodd	Cleaner Team Leader	Louise Swindlehurst	Headteacher
Helen Harrison	Administrator	Lisa Stephenson	Deputy Headteacher
Emma Graham	Senior Finance Administrator		

27. Financial irregularities

- 27.1. All members of staff will be aware that the school may lose its right to a delegated budget if it:
- Persistently or substantially breaches a requirement or restriction relating to its delegated budget.
 - Does not manage its budget share satisfactorily.
 - Does not manage in a satisfactory manner, any expenditure, or sums received, in the exercise of its power to provide community facilities and services.
 - Does not maintain the requisite standards.
- 27.2. All members of staff will understand that the loss of the school's right to a delegated budget will also mean the loss of certain of our powers such as those related to staffing (with possible consequences to job security).
- 27.3. All members of staff will be aware of the school's whistleblowing policies and are encouraged to come forward if they have any concerns regarding the management of school finances.
- 27.4. Any member of staff suspecting the occurrence of a financial irregularity or fraud will notify the Headteacher, who will advise on the appropriate action to be taken or investigate the matter.
- 27.5. The school will cooperate with LA monitoring of school finances, and will work with them to attempt to resolve any issues before formal action becomes necessary.

28. Retention of records and data protection

- 28.1. All records will be dealt with in line with the Records Management Policy
- 28.2. Financial records are archived for at least six years.
- 28.3. The SFA/SA and Headteacher have user access to the finance system. The finances are currently maintained on the office computer.
- 28.4. All personnel and payroll files are kept securely in a lockable filing cabinet, in a room that is locked when it is not occupied. All computer records for personnel are password protected. Staff files are stored by SLRP (HR and Payroll provider) and are password protected.
- 28.5. Under the Data Protection Act 1998, the Headteacher and governing body are required to notify the Information Commissioner of the processing, storage and disclosure of data procedures, which are covered by this legislation.
- 28.6. Back up is provided off site.

29. Monitoring and review

- 29.1. The governing body will review this policy on an annual basis in accordance with the Headteacher, who is responsible for communicating any changes to all members of staff.