



Memorandum of Understanding

February 2018

Purpose

Compton C of E Primary School highly value the School Association which has been supporting the school and enhancing the lives of the children for many years. This agreement provides a clear process for working together and cements the partnership between the school and the School Association.

Compton C of E School

1. The school will submit funding requests to coincide with School Association meetings usually third Tuesday of the month
2. The school will cover School Association events and activities under the publicity liability insurance held by the school
3. The school will provide space for events at mutually agreed times
4. The school will send emails and messages on behalf of School Association to parents as requested via the School Association email account only
5. The school will send representative to School Association meetings which are held monthly
6. The school will support events held on school premises with a member of the school staff
7. The school will feedback to the School Association about how the funding received has been spent either through photos or verbally
8. The school will hold keys for the School Association storage systems

School Association

1. The School Association will respond to all funds requests in a timely manner – usually within 3 days of the School Association meeting unless otherwise specified
2. The School Association will work within the school policies including financial, safeguarding and health and safety

3. The School Association will carry out risk assessments and safeguarding checks on School Association events and activities as appropriate
4. The School Association will use School Association email account only to liaise with parents/carers via Home Contact
5. The School Association will ensure that no activities or events will bring the school into disrepute