

# Staff expense policy



Chelsea Community Hospital School

DATE SEPTEMBER 2025

THIS IS A **STAFF EXPENSE** FOR CHELSEA COMMUNITY HOSPITAL SCHOOL WHICH HAS BEEN WRITTEN IN CONSULTATION WITH REPRESENTATIVES FROM THE WHOLE SCHOOL COMMUNITY INCLUDING STAFF, GOVERNORS, RESPECTIVE HEALTH TRUSTS, LOCAL AUTHORITY, PUPILS AND PARENTS.

# **School Mission Statement**

**The Chelsea Community Hospital School aims to ensure that children and young people have their rights to education preserved as hospital school pupils, community pupils or home tuition pupils.**

**We aim to provide a broad and balanced curriculum, in line with the National Curriculum, taking into consideration each student's individual needs, and through this to extend the development of the whole child, spiritually, socially and intellectually.**

**We firmly believe that education is a partnership between school and home, and we actively seek parental involvement in the learning process.**

## **SCHOOL BACKGROUND INFORMATION**

- We are a Community Special School providing education for students and young people while they are in hospital.
- We also provide places for a number of pupils who cannot access mainstream school due to their medical conditions.
- Our school is based across five NHS hospital sites in central London as well as a site for community pupils, they are: The Chelsea and Westminster Hospital, The Royal Brompton Hospital, St. Mary's Hospital, The Collingham Child and Family Centre, Lavender Walk Adolescent Unit and Ladbrooke Grove, the community pupil site. We also work with children and young people in their home settings when necessary.
- We teach across all key stages in both primary and secondary.

## **TOTAL NO. OF PUPILS**

Variable due to hospital admissions.

## **DISSEMINATION**

Key information from this policy will be incorporated into the following documents where appropriate:

- School website
- Staff induction materials
- Governor induction materials
- Pupil documentation
- Newsletters
- Staff meetings
- Parent events
- On request from the school office

POLICY IMPLEMENTATION DATE

October 2025

POLICY REVIEW DATE

October 2026

Policies are reviewed according to the appropriate schedule. If this schedule becomes misaligned, the existing policy remains relevant until such time as the review has happened.

NAME: Paulina Gorelik Finance Officer

DATE: October 2026

## **Links with other policies**

This policy is linked to our:

- [CCHS Finance Policy](#)
- [CCHS Pay Policy](#)

## 1. Aims and Introduction

This policy sets out Chelsea Community Hospital School's rules and procedures for claiming reimbursement for incurred expenses. Staff will be reimbursed for all reasonable expenses which they incur wholly, necessarily and exclusively during the School's business. The school must, however, ensure that such payments comply with Inland Revenue regulations and it is therefore essential that the rules detailed in this Policy are followed when making expenses claim.

## 2. Process for claiming expenses

The procedures for the reimbursement of expenses incurred by staff while engaged on School business are set out below:

**2.1.** For the purchase of classroom equipment and sundries, staff must follow the purchase ordering system and paid for directly by the school. Staff Expenses Claim Form should only be

used for cooking ingredients, travel for staff and students, reintegration, hospitality, a child's individual needs, i.e. special curriculum items and other special purposes.

- All Staff Expenses Claim Forms, regardless of the amount, must be approved and authorised by the Head Teacher (or the Deputy Headteacher in their absence).
- Staff should not incur individual expenses over **£100** unless exceptional circumstances require an urgent purchase that cannot be processed through the school's ordering system, and only with prior written authorisation from the Head Teacher.
- Supporting documentation (e.g., receipts, proof of stay, and other supporting information) must be attached to the Staff Expenses Claim Form. VAT invoices must be obtained wherever possible.

- Head Teacher's Claims: Claims concerning the Head Teacher's expenses must be authorised by the Chair of Governors.
- All expenses should be submitted promptly, where expense totals **£ 50** or more it should be submitted within **30 days of the expenditure**, smaller expenses should be submitted half termly from the date the expense incurred.

**2.2** Payments to members of staff for personal expenditure must be made using a Staff Expenses Claim Form found in the appendix 1 of this policy. **The claim form is saved in Staff room SharePoint under Expenses for all staff ---> Forms. (please see appendix 1)**

The expenses claim must be:

- **completed in full**
- **dated**
- **be accompanied by a valid receipt**
- **Signed by the claimant**
- **claims must include a clear description of the expense and state the curriculum budget area the expense relates to.**
- **please ensure that you cross reference the receipt with the line number on the expense claim form which will aid the processing of your claim.**

**2.3** Claims which have not been approved in compliance with these procedures will not be processed and will be returned. Self-authorized claims will not be accepted for payment under any circumstances.

**2.4** The original Claim Form together with supporting documents will be sent to the Finance Officer for payment to the claimant's bank account.

## **3. Travel Expenses**

### **3.1 Public transport/ taxis**

- Staff members who receive a travel card for London zones 1 & 2 as part of their benefits may claim reimbursement for the cost of work-related public transport journeys that extend beyond zone 2.

- Because of our special circumstances and nature of student's medical and mental health conditions, taxis are often the safest way of travel. This must be pre authorised by the Head Teacher/Deputy Headteacher. In general, staff should ensure that the most economical class of travel is used.
- The School will only be liable for the costs relating to a member of staff or student travel for reintegration. Any accompanying persons will be responsible for their own costs.

### **3.2. Trips, accommodation and subsistence**

Staff attending conferences, training, or other work-related trips on behalf of Chelsea Community Hospital School are entitled to reimbursement for reasonable expenses incurred, including travel, accommodation (hotel), and meals (such as lunch) if it's not provided. All should be supported by receipts and pre-approved where required. All claims should be submitted in line with the school's expenses procedures.

- All travel should be pre- authorised by the head teacher or Deputy Head teacher.
- When making a claim for costs incurred in foreign currency, the exchange rate should be either the rate charged for conversion into the foreign currency, or the standard rate, current at the time of the expenditure, as in the website [www.xe.com](http://www.xe.com).
- All bookings should ideally be made through the school admin team. In certain circumstances it will be more practical for staff to make their own arrangements with pre-approval.

### **3.3 Subsistence**

- up to £50 per 24 – hour trip abroad.
- Alcoholic beverages are excluded from all subsistence and meal claims and will not be reimbursed.

### **3.4 Accommodation**

- UK or foreign hotel accommodation should generally be of three star or equivalent and be for single occupancy.

### **3.5 Air Travel**

- Air travel should always be economy class and chosen from airlines that offer the best value.

## **4. Telephones Calls and Mobile phones**

All calls should be made from School phone or school mobile phones. In exceptional circumstances Business calls made from a home telephone or mobile phone by staff may be reimbursed subject to their inclusion on the expenses claim form and the provision of an itemized telephone/mobile bill. The School will not bear the cost of any private calls nor any part of the line

## **5. Celebration, Hospitality, and Welfare Expenses**

This policy outlines the acceptable use of school funds for hospitality, celebration, and welfare purposes. All claims must include appropriate documentation.

### **5.1 Inset lunches**

- Whole-School Training Days: The school provides breakfast or lunch for staff, limited to £5.00 per head.

### **5.2 Pupil Welfare & Events**

- Community Site Pupil Birthdays: Up to £6.00 is allowed for a cake and card.
- Pupil Trips: Reasonable expenditure on snacks/drinks is permitted as part of social learning and transitioning activities.

### **5.3 Staff & Stakeholder Recognition**

- Gifts for School Employees: Must be funded through staff collections (non-school funds).
- Gifts for Non-School Staff (e.g., Cleaners): Maximum expenditure is £10.00 per recipient.

- Staff Welfare: A maximum of £25.00 is allowed to acknowledge significant, challenging life events (e.g., bereavement, major illness).

## **6. Eye Tests and Glasses**

The school will normally reimburse an employee for the cost of a sight test. The employee must pay the optician for the sight test and spectacles and then submit a claim, with receipt/invoice, to the School in order to be reimbursed.

## **7. Student Placement and Volunteer Recognition**

This section details the guidelines for acknowledging the contributions of volunteers and placement students through discretionary gifts and expenses.

### **7.1 Student Placement Gifts**

Gifts for university Placement Students are permitted to recognize their significant, long-term contributions to the school.

- Applies primarily to students completing their third-year degree placement who are on-site for full days, five days per week.
- Gifts may be valued up to a maximum of £300 per placement student.
- All gifts for placement students must be approved in advance by the Headteacher.

### **7.2 General Volunteer Discretionary Gifts**

- The school may provide small discretionary gifts to express appreciation for the service of other volunteers (e.g., helpers, ad hoc support).

- Value Limit: Gifts should be modest and must not exceed £25 per volunteer per year.
- Approval: All discretionary gifts for volunteers must be approved in advance by the Headteacher

**Appendix 1: example of expense claim form :**



