



To: All Headteachers

Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ

Direct Dial: 03000 416991  
E-Mail [Matt.dunkley@kent.gov.uk](mailto:Matt.dunkley@kent.gov.uk)  
Ask For: Mr Matt Dunkley  
Date: 9 April 2020

Dear Colleague

This is just a brief note today to provide you with our advice on financial payments to contractors in light of the Government guidance on this subject. We recognise that Government guidance has on occasion been ambiguous or contradictory. We have sought clarification from the Department for Education on a number of matters, but unfortunately clarification has not necessarily been provided. We know contractors and authorities maybe interpreting the National guidance differently or relying upon conflicting paragraphs to support their positions. As the DFE's guidance on financial support for schools <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> indicates support is limited to three areas of expenditure (premises, free school meals, and cleaning), our approach is to be cautious in respect of payments to contractors, whilst doing what schools reasonably can to support companies at this time.

Our guidance can be found at:

[https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0008/106892/How-to-manage-your-suppliers-during-the-COVID-19-Outbreak.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0008/106892/How-to-manage-your-suppliers-during-the-COVID-19-Outbreak.pdf)

Related to this topic, I previously advised schools of targeted "spear phishing" fraud attacks on schools. We have been notified of over 30 such fraud attempts on Kent schools in recent times. Internal Audit have updated the guidance I previously issued. The revised guide is at: [https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0007/106477/Covid-19-Fraud-Alert-Spear-Phishing.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0007/106477/Covid-19-Fraud-Alert-Spear-Phishing.pdf)

I am grateful to you and all your staff for your work over the Easter holiday period. I appreciate many of you will be working over the bank holiday period and I would like to thank you for that. I hope you're remaining safe and well and that you do get to have some rest over the next few days.

Yours sincerely

**Matt Dunkley**  
Corporate Director  
Children, Young People and Education