



Dear Headteacher and Finance Support

3-year Finance Plan and COVID Related Costs/Savings

This letter is intended for Kent Maintained Schools only

Firstly, Kent's Finance Team and Schools Finance Service would like to thank you for all your efforts in returning your closedown information for 2019-20, these deadlines coincided with the start of the COVID-19 lockdown process and we appreciate the additional challenges this brought.

We have had a number of queries about the completion of the 3-year financial plan for 2020-23 and we can confirm the deadline for returning these forms continues to be the 31st May 2020. Thank you to those who have returned their form already. I appreciate information to complete this plan has not always been circulated as early as it is normally. If your school is concerned you may not be able to meet this deadline please contact Schools Financial Services as soon as possible using the contact details at the bottom of this letter.

In addition to the 3-year financial plan we would also like you to complete a supplementary form providing details of the financial impact the COVID-19 outbreak has had on your school. The DFE have set out the financial support they will be putting in place to cover exceptional costs, however [current guidance](#) suggests this will be mainly limited to the continual delivery of free school meals and additional cleaning and premises costs. We are conscious you may be experiencing other COVID-related financial pressures which cannot be met from savings, and so, we would like to understand more clearly the overall pressures your school are facing to help inform any future conversations with Government on additional funding. It would also help to understand more clearly the pressures/savings that may be included in year 1 of your 3-year financial plan.

The **attached form** is designed to record the various COVID related extra costs and savings your school is facing or is likely to face until the end of August 2020. We appreciate this will be dependent on how long the restrictions remain in place but any information you can provide will be helpful. Please can you aim to return this form by 31st May 2020.

Please note, you will still need to claim separately for exceptional costs, as defined by the DFE. This process is expected to be published in June.

If you have any questions regarding the 3-year plan, the supplementary COVID finance form or if you are a school experiencing financial difficulties, please contact Schools Financial Services who will be able to assist you further using the following contact details:

SFS Helpline: schoolsfinancialservices@theeducationpeople.org

If you're concerned you can not meet the 31st May deadline, please contact:
schoolfinancereturns@theeducationpeople.org

If your school is facing financial difficulty and you would like to discuss the situation, please contact: SchoolSupport@theeducationpeople.org

School Financial Services Contact number: 03000 415 415

Many thanks for your continual support.

Kind Regards

Karen Stone

Schools, High Needs and Early Years Finance Manager