



**Wirral Council**

Business Management  
LMS Team

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Head Teacher  
Sent on behalf of Wirral Schools' Forum

[www.wirral.gov.uk](http://www.wirral.gov.uk)

Date: 29 October 2020

Your Ref:

Our Ref: LMS

Service: LMS Team

Tel No: 0151 666 4260

Dear Colleague

### **Financial Impact of Covid-19 on School Budgets**

At the Schools Forum Meeting held on 29<sup>th</sup> September 2020 Forum members requested a report to highlight the financial impact of Covid-19 on School Budgets.

It was agreed that a survey to identify all Covid-19 Costs would be sent to all Wirral Headteachers and responses would be reported back to the November meeting. This is to include all costs that schools have incurred, not just the costs they have been able to re-claim.

Can you please complete the attached survey form covering all Covid-19 costs, loss of income and income received up to 30<sup>th</sup> October 2020. Please return this form to [lmsteam@wirral.gov.uk](mailto:lmsteam@wirral.gov.uk) no later than Friday 13<sup>th</sup> November so the data can be collated for the Forum Meeting held on 24<sup>th</sup> November 2020.

Thank you.

Yours Sincerely

A handwritten signature in black ink that reads "Sue Ashley".

**Sue Ashley**  
Principal Officer LMS and Finance

Sent on behalf of Wirral Schools' Forum

## Financial Impact of Covid-19 on School Budgets – Survey Return

Please complete the attached form electronically and return it in Word format. This is so it can be easily copied and pasted into Excel for comparison. Return to [lmsteam@wirral.gov.uk](mailto:lmsteam@wirral.gov.uk) no later than Friday 13<sup>th</sup> November.

Headteacher		School Name			DfE Refence			
Cleaning Costs	Cost of food/FSM	Educational Costs	Equipment	Building Costs	Staffing Costs	Staff Supply Costs	Loss of income	Other *
£	£	£	£	£	£	£	£	£
Exceptional Grant claimed	Exceptional Grant received	Furlough income received	* Other Description					
£	£	£						

**Notes for completion** – this is not an exhaustive list please use the most appropriate category for your spend

Please enter monetary value in round pounds.

Include all Covid-19 costs, loss of income and income received or due up to 30<sup>th</sup> October 2020. Include estimates based last year if exact figures cannot be provided.

**Cleaning Costs** – includes additional cleaning materials, excludes staffing.

**Cost of Food/FSM** – includes additional cost of meals not covered by Edenred or the LA. Additional cost of providing packed lunches for children self-isolating.

**Educational Costs** – includes additional stationery, books, licences, equipment for pupils.

**Equipment** – Covid signage, PPE, additional furniture to enable social distancing, additional stationery, licences, equipment not included in educational costs.

**Building Costs** – Additional alterations to the building and outdoor areas required to meet Covid guidelines.

**Staffing Costs** – Additional hours of any staff due to Covid issues e.g cleaners, TAs doing additional hours during school holidays. Cost of Covid related training for staff.

**Staff Supply costs** – additional supply to cover for staff self-isolating, enabling Covid friendly groups.

**Loss of income** – includes loss of income from children’s meals, before/after school clubs, holiday clubs, hire of rooms

**Other** – If costs do not fit into any of the headings above add to this column and provide a short description of costs.

**Exceptional Grant claimed** – Total amount claimed

**Exceptional Grant received** – Amount received so far or due shortly. (No information as yet on when “other” claims will be paid out.

**Furlough income received** – income received from any staff furloughed. Include October estimate if not yet received.