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| **Staff Vacancy Alternative Spend Form** |

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| **Name of School** |  |
| **Staffing Budget Code** |  |
| **School Finance Contact** |  |

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| **Details of vacancy:** |

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| **Details of planned spend:**   * Alternative approach proposed and rationale * Cost * Period of time alternative provision is planned for |

Signature of Head Teacher: Date:

**Please send all completed forms to the QIM for the school and copy to the school finance contact.**